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NORTHEASTERN UNIVERSITY

COLLEGES OF

Liberal Arts
Education
Business Administration
Engineering

BULLETIN

1957-1958



(COEDUCATIONAL)

BOSTON 15, MASSACHUSETTS

January, 1957

Office Hours

INTERVIEW PERIODS: Monday through Friday . 9:00 a.m.- 4:00 p.m.
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The office is closed on all legal holidays.

Requests for Catalogs and information should be addressed to

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NORTHEASTERN UNIVERSITY

Day Colleges

COLLEGE OF LIBERAL ARTS
COLLEGE OF EDUCATION
COLLEGE OF BUSINESS ADMINISTRATION
COLLEGE OF ENGINEERING

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NOTE: An application for admission is included as a last page
of this catalog.

Freshman Academic Calendar

SEPTEMBER, 1957, TO SEPTEMBER, 1958

Schedule for Division S

TERM 1 — 10 WEEKS

September 4 (Wed.): REGISTRATION for Div. S. Students must register by noon on this date if they wish places reserved for them in the entering class.

September 4-6 (Wed.-Fri.): ORIENTATION WEEK EXERCISES. Attendance of all Div. S Freshmen is required.

September 9 (Mon.): Classes begin at 1 p.m. on special schedule.

November 11 (Mon.): Veterans' Day. No classes.

November 12-15 (Tues.-Fri.): Final examination period for Term 1.

TERM 2 — 10 WEEKS

November 18 (Mon.): Classes begin at 1 p.m. on special schedule.

November 28 (Thurs.): Thanksgiving Day. No classes.

December 20 (Fri.): Classes end at 5 p.m. for Christmas recess and reconvene December 26 at 9 p.m.

January 1, 1958 (Wed.): New Year's Day. No classes.

January 20-24 (Mon.-Fri.): Final examination period for Term 2.

TERM 3 — 10 WEEKS

January 27 (Mon.): Classes begin at 1 p.m. on special schedule.

February 18 (Tues.): Classes end at 5 p.m. for Washington's Birthday recess and reconvene on February 24 at 9 a.m.

March 31-April 4 (Mon.-Fri.): Final examination period for Term 3.

SOPHOMORE YEAR

Students take either APRIL or AUGUST term

TERM 4 — 5 WEEKS

April 7 (Mon.): Classes begin at 1 p.m. on special schedule.

May 10 (Sat.): End of April five-week term for Div. S. students.

TERM 4 — 5 WEEKS

August 4 (Mon.): Beginning of optional five-week term for those students who did not attend in April. Classes begin at 11 a.m. on special schedule.

September 6 (Sat.): End of August summer term.

September 8 (Mon.): REGISTRATION for Div. A Upperclassmen. Classes begin at 1 p.m. on special schedule.

Schedule for Division N

TERM 1 — 10 WEEKS

November 13 (Wed.): REGISTRATION for Div. N. Students must register by noon on this date if they wish places reserved for them in the entering class.

November 13-15 (Wed.-Fri.): ORIENTATION WEEK EXERCISES. Attendance of all Div. N Freshmen is required.

November 18 (Mon.): Classes begin at 1 p.m. on special schedule.

November 28 (Thurs.): Thanksgiving Day. No classes.

December 20 (Fri.): Classes end at 5 p.m. for Christmas recess and reconvene December 26 at 9 a.m.

January 1, 1958 (Wed.): New Year's Day. No classes.

January 20-24 (Mon.-Fri.): Final examination period for Term 1.

TERM 2 — 10 WEEKS

January 27 (Mon.): Classes begin at 1 p.m. on special schedule.

February 18 (Tues.): Classes end at 5 p.m. for Washington's Birthday recess and reconvene on February 24 at 9 a.m.

March 31-April 1 (Mon.-Fri.): Final examination period for Term 2.

TERM 3 — 10 WEEKS

April 7 (Mon.): Classes begin at 1 p.m. on special schedule.

May 30 (Fri.): Memorial Day. No classes.

June 9-13 (Mon.-Fri.): Final examination period for Term 3.

SOPHOMORE YEAR

Students take either JUNE or AUGUST term

TERM 4 — 5 WEEKS

June 16 (Mon.): Classes begin at 1 p.m. on special schedule.

July 4 (Fri.): Independence Day. No classes.

July 19 (Sat.): End of June five-week term for Div. N students.

TERM 4 — 5 WEEKS

August 4 (Mon.): Beginning of optional five-week term for those students who did not attend in June. Classes begin at 11 a.m. on special schedule.

September 6 (Sat.): End of August summer term.

September 8 (Mon.): REGISTRATION for Div. A Upperclassmen. Classes begin at 1 p.m. on special schedule.

NORTHEASTERN UNIVERSITY

DAY COLLEGES

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1957-1958



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- ROBERT H. WESSEL, A.B., A.M., Ph.D. *Associate Professor of Economics*
Office 206 Classroom-Laboratory Building Res. 574 Beach Blvd., Revere
- JEREMIAH JOHN WIGLEY, M.SGT., U.S.A. *Instructor in Military Science and Tactics*
Office 202 Greenleaf Building Res. 33 Franconia Ave., Natick
- ROBERT GREGG WILFONG, A.B., M.A. *Assistant Professor of Government*
Office 108 Science Hall Res. 57 Lawton Rd., Needham
- EDWARD RICE WILLETT, S.B., M.A., Ph.D. *Associate Professor of Finance and Head, Department of Finance and Insurance*
Office 206 Classroom-Laboratory Building Res. 56 Park Ave., Wakefield
- STEPHEN SAMUEL WINTER, S.B., Ph.D. *Assistant Professor of Chemistry*
Office 456 Richards Hall Res. 11 Trowbridge St., Belmont
- JAMES WINTERS, SFC., U.S.A. *Instructor in Military Science and Tactics*
Office 3 Greenleaf Building Res. 15 Bailey St., Quincy
- JACOB WIREN, S.B., M.S. *Assistant Professor of Research in Communications*
Office 103 Greenleaf Building Res. 360 A Pond St., Westwood
- JOHN TURNER WOODLAND, A.B., M.A., Ph.D. *Assistant Professor of Biology*
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Professor of Co-ordination and Director of Co-operative Work

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Instructor in Mechanical Engineering

Office 75 Richards Hall

Res. 64 Seaver St., Roxbury

JOSEPH PETER ZABILSKI, S.B.

Associate Professor of Physical Education and Head Coach of Football and Basketball

Office 104 Student Center

Res. 75 Cobleigh St., Westwood

HAROLD S. ZAMANSKY, B.S., Ph.D.

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Res. 247 Eastern Ave., Fall River

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Res. 42 Austin St., Bridgewater

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Office 12 Classroom-Laboratory Building Res. 3 Clement Terrace, No. Quincy

Aims and Scope of the University

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) an Executive Committee which has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Committee on Development which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University, from its beginning, has had as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

The following is a brief outline of the principal types of educational opportunities offered by the University.

In the Field of Liberal Arts

The College of Liberal Arts offers majors in the usual fields of the arts and sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. With the exception of pre-professional programs, day curricula are normally five years in length and operated on the Co-operative Plan. However, in all majors except Chemistry and Physics, qualified students, with the approval of the Dean, may elect to complete the requirements for the degree on a full-time plan in four years.

The College of Liberal Arts offers certain of its courses during evening hours, constituting a program of three years' duration equivalent in hours to one-half the requirements for the A.B. or S.B. degree. The degree of Associate in Arts is conferred upon those who complete this program. A complete A.B. program is also offered in the evening division with curricula in Economics, History and Government, and Sociology.

In the Field of Education

The College of Education offers the option of study on the conventional four-year full-time plan or on the five-year co-operative plan. Both programs lead to the degree of Bachelor of Science in Education. These are designed particularly to meet the needs of high school graduates who desire to prepare themselves for teaching and administrative positions in elementary and secondary schools.

During late afternoons, evenings, and Saturday mornings, the College of Education also sponsors graduate courses for teachers in service and leading to the degree of Master of Education.

In the Field of Business

The College of Business Administration offers five-year co-operative curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management leading to the degree of Bachelor of Science in Business Administration. Four-year conventional programs not involving co-operative work, leading to the same degree, are also available for veterans.

The School of Business — operated during evening hours — offers undergraduate curricula leading to the degree of Bachelor of Business Administration in Accounting, Management, Law and Business, Engineering and Management, Liberal Arts and Business. For students who because of occupational reasons desire shorter programs concentrating in specific areas, Institutes awarding the certificate are offered in Credit and Financial Management, Insurance, Labor Relations, Municipal Management, Office Management, Production Management, Quality Control, Real Estate, Retailing, Taxes, Traffic and Transportation, World Trade, and for Business and Professional Secretaries.

The Graduate Division of the School of Business provides an evening program of graduate study leading to the degree of Master of Business Administration.

In the Field of Engineering

The College of Engineering offers five-year co-operative curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering leading to the degree of Bachelor of Science with specification according to the department in which the student qualifies.

The College of Engineering also offers during evening hours graduate programs of instruction leading to the degree of Master of Science in certain fields in Civil, Mechanical and Electrical Engineering, in Mathematics-Physics, and in Chemistry. These curricula are designed to provide engineering graduates opportunities for further professional development.

The Lincoln Institute offers during evening hours programs leading to the degrees of Associate in Chemistry and Associate in Engineering in Civil, Mechanical, Electrical, Electronic, and Industrial Engineering.

Buildings and Facilities

University Buildings

Location

Northeastern University is located on Huntington Avenue, Boston, opposite the historic Boston Opera House. The main administrative offices of the University are located in Richards Hall.

The chief railroad centers of Boston are the North and South Stations. To reach the University from the North Station, board an MTA subway car going to Park Street and transfer there to any Huntington Avenue car. To reach the University from the South Station, board a Cambridge-bound subway train and transfer at Park Street to a Huntington Avenue car. The "Northeastern" station is the first stop outside the subway.

Huntington Avenue Campus

The principal educational buildings of Northeastern University are located on a sixteen-acre site in the Back Bay section of Boston. Only one block to the west of the University lie the famous Boston Museum of Fine Arts and the beautiful public gardens-park reservation known as "The Fenway." The newer buildings of the Huntington Avenue Campus are pictured in the center spread of this catalog, following page 122.

Following a long-range development plan, University facilities have expanded substantially in recent years. In addition to the six buildings constructed within the last two decades, several modernized older buildings are available for specialized uses. The newer buildings on the campus are interconnected by means of tunnels, so that the students may go from building to building without going out of doors in inclement weather. All of the buildings are used in common by the students of the four Northeastern Day Colleges.

With the completion of the \$1,500,000 Classroom-Laboratory building in 1956, the University facilities include the following:

Botolph Building — Department of Civil Engineering, laboratories, and classrooms

Forsyth Building — Department of Industrial Engineering, classrooms

Greenleaf Building — ROTC offices, Maintenance department, and research facilities

Library Building — Library, instructional department offices, classrooms

Science Hall — Chemical Engineering, Biology laboratories, instructional department offices, and classrooms

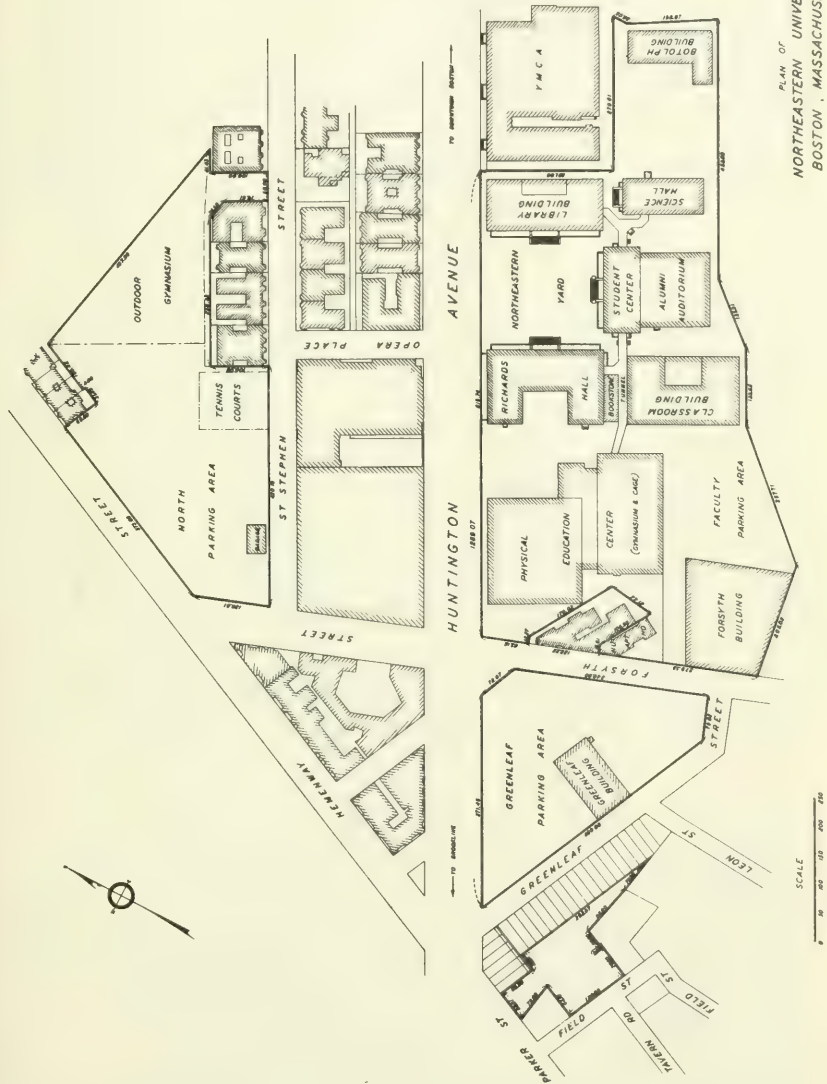
Student Center Building — Student Activities office, Health department, auditorium, cafeteria, and classrooms

Richards Hall — Administrative offices, instructional department offices, Mechanical Engineering, Physics, Psychology and Chemistry laboratories, and classrooms

Physical Education Center — gymnasium, cage, rifle range

Classroom-Laboratory Building — Electrical Engineering, Evening Division offices, instructional department offices and classrooms

PLAN OF
NORTHEASTERN UNIVERSITY
BOSTON, MASSACHUSETTS



The Co-operative Plan

What It Is

The Co-operative Plan of Education is founded on the educational philosophy that supervised employment in the occupational field for which a student is training enhances comprehensive learning and vocational adaptation. It utilizes, in addition to the usual classroom and laboratory exercises, the practical values of the work-a-day-world environment, thereby enabling the student not only to become acquainted with certain job skills and operations concurrently with his academic training but also to develop his confidence and capacity to arrive at intelligent conclusions based upon a knowledge of practice as well as of theory.

All Northeastern co-operative curricula are five years in length, comprising a freshman year of three consecutive ten-week terms of academic study followed by four upperclass years on the Co-operative Plan.

How It Works

The Co-operative Plan works in the following manner. Upperclassmen, including both men and women, are divided into two nearly equal groups, one of which is called Division A and the other Division B. Each student is assigned a job with some business or industrial concern. The Division A students start the college year with a term of classroom work, while the Division B students start the year with a term at co-operative work. At the end of that term, the Division A students go out to work with a co-operating firm, while their places in the classrooms are then taken by their alternates, the corresponding Division B students. When the next term has passed, the Division A students return to college and the Division B students resume their co-operative work. The alternation of work and classroom study continues throughout the year so that each upperclassman has two terms of ten weeks and one of five weeks at college, two terms — one of ten weeks and one of sixteen weeks — at co-operative work, and a one-week vacation.

Similarly, each co-operating employer is thus assured of continuous service of a pair of co-operative students alternating with each other throughout the calendar year. This assurance naturally tends to stabilize employment and encourages the co-operation of employers.

Faculty Co-ordinators

Each student is assigned to a co-ordinator who is responsible for all phases of the co-operative work program for his group of students. He interviews them during the freshman year and discusses with them various vocational objectives and answers such questions as the students may have in regard to the many activities of business and industry. He studies them in the light of their physical condition, scholastic attainment, interests, aptitudes, and other factors bearing upon their qualifications for vocational assignment. These interviews culminate in an agreement between the student and his co-ordinator regarding the co-operative assignment on which the student will be placed. During each of the terms at college immediately succeeding a term at co-operative work, the co-ordinator confers with the student concerning the job experiences acquired and other

matters relating to vocational adjustment or personal problems while on the job. The reports of the employer on the achievements and performance of the student are discussed and interpreted in the interest of further co-ordination and more effective learning. In this way the progress of all students is observed and co-ordinated with their college work to the end that maximum values are obtained from their training at Northeastern.

Placement

The co-ordinator visits co-operating firms and arranges with them for the employment of students under his charge. The range of opportunities available to Northeastern students is wide, including practically all occupational activities for which their academic training, personal attributes, and vocational aptitudes qualify them. In general, the first year of co-operative work can be expected to be of a routine nature through which students may prove their fitness for more responsible work. A job assignment directly related to the student's field of study and vocational training is the prime objective of the co-ordinator. The jobs upon which Northeastern students are employed are in no sense protected opportunities or purely observational assignments. They are regular jobs under actual business conditions and are held in competition with other sources of supply. The only special privilege accorded Northeastern students is that of attending college on the Co-operative Plan and the opportunity to merit by superior performance progressive advancement on the job.

Supervision and Guidance

While the University does not adopt a paternal attitude toward co-operative work, it nevertheless assumes certain responsibilities toward students and co-operating firms. Co-ordinators visit regularly each job to which students in his charge are assigned. He solicits from the employer an oral report upon the student's progress and achievement. This supplements the card report sent to the co-ordinator at the close of each work term. Any adjustments that may have seemed necessary or advisable are arranged at this time. Progress on assignments, schedules of training, advancement and transfers to new responsibilities are discussed and evaluated.

Through a series of co-operative work reports prepared during their working periods, students are led to analyze their jobs and to develop a thoughtful and investigative attitude toward their working environment. A most important phase of co-operative work is the opportunity afforded for guidance by the frank discussion of actual problems encountered on the job. The intimate contact between co-ordinator and student is of great worth in helping the student to get the most value from the co-operative work assignment. While the University endeavors to provide every possible opportunity for its students, it expects them at the same time to take the initiative and to assume the responsibility involved in their individual development. To every student are available the counsel and guidance of the faculty, and every resource at its disposal. But the faculty does not coerce students who are uninterested or unwilling to think for themselves.

The Co-operative Plan is thus designed specifically to provide actual working opportunities which afford the students practical experience, give meaning to their program of study, and train them in reliability, efficiency, and teamwork.

Correlation of Theory and Practice

Co-operating companies employ the students, both men and women, in the various departments of their establishments. The training is thorough. To derive the greatest value from co-operative work the student is encouraged to continue in the employ of the co-operating firm for at least one year after graduation, since certain types of work which would afford valuable experience cannot be made available during the alternating period of work and study. Statistics compiled over a period of many years show that from thirty-five to fifty-three per cent of each graduating class remains with co-operating employers after graduation.

Co-operative Work Reports

The values to be derived from practical experience are further enhanced by required report writing. These co-operative work reports are written during the working periods by all co-operative students. A complete job analysis is required as the first report written on any new co-operative work assignment. Subjects of other reports are selected by the student after conference with the Co-ordinator of Co-operative Work, by whom they must be approved. The reports are designed to encourage observation and investigation on the part of the students and to help them to appreciate more fully the extent and value of their experience.

Co-operating employers are particularly interested in reading these reports before they are submitted to the co-ordinators. This affords an unusual opportunity for the student to place himself directly before top management and have his ideas and accomplishments evaluated periodically. These reports are carefully read by the co-ordinator and are discussed with the student during the following college period. Exceptionally valuable results are obtained from these reports. The value derived must necessarily be directly proportional to the conscientious and intelligent concentration of effort by the student upon this phase of the work.

Co-operative Work Records

Complete and detailed records are kept of the co-operative work of each student. They are based upon reports made by the employer at the end of each working period, upon occasional personal conferences between the employer and the co-ordinator, and upon various evidences of the student's attitude toward all the phases of his co-operative work. It is not possible for the student to secure a degree unless this part of the curriculum is completed satisfactorily. These records of practical experience serve as a valuable reference for future Alumni Placement.

Positions Available

Because of uncertainties of business conditions, as well as other reasons beyond its control, the University cannot and does not guarantee to place students. However, past experience has demonstrated that students who are willing and capable of adapting themselves to existing conditions are almost never without employment except in periods of severe industrial depression.

Earnings

It should be understood that the primary purpose of the Co-operative Plan is training. The rates of pay for students tend to be lower than might reasonably

be expected on full-time productive types of jobs such as would ordinarily be available to youth of corresponding age and training, because students are given the privilege of attending college on the Co-operative Plan and because the purpose is to provide the student with the opportunity of advancing on the job concurrently with his academic progress. Frequently this involves transfer, at reasonable intervals, from one department to another of the co-operating company.

Location of Work

It is the policy of the University to assign students to co-operative work within commuting distance of their homes. This is not always possible, however, and at times it may be necessary for students to live away from home in order to obtain satisfactory and desirable co-operative work assignments.

Types of Co-operative Work

In so far as possible students are placed at co-operative work in that general field for which they express preference provided that aptitude, physical ability, temperament, and other personal qualities appear to fit them for this field. Usually students are placed first in those jobs of an organization where they may learn the fundamental requirements of the business.

For example, the first year of a training program in a manufacturing establishment might be as an operator of machines. This provides the opportunity to acquire intimate knowledge of the equipment, methods, and operations of some of the processing departments of raw materials and products in process of manufacture. The second year might be as an expeditor or on assignments with the maintenance and installation department. Such work would require contact with the several production and operating departments of the plant and would provide the opportunity for a comprehensive and correlated study of all operations, plant layout, routing of raw, semi-processed, and finished materials — in other words, a perspective view of the interrelationship of departments. By this time, the student will have progressed to the academic stage where “application” courses will be included in the program and the next year of co-operative work might be devoted to testing, inspecting, methods analysis or the like. The last year would be devoted to initial training in that department for which the student was aiming ultimately to qualify. Thus, in the course of a period of four years of co-operative training, the student would have the opportunity to acquire a substantial background in at least some of the functions of the factory administration. This progressive type of training is ordinarily obtained in the employ of one company. A change of company each year usually provides more a change of environment than a progression of experiences.

All types of enterprises employ Northeastern co-operative students. The limitation is determined by the interests and career objectives of the students enrolled at the time. They include engineering firms, manufacturing companies, public utilities, banks, railroads, insurance companies, wholesaling and retailing outlets, hospitals, social agencies, publishers and advertising houses, libraries, development and research organizations, etc. Definite training schedules have been established with several of the co-operating companies. The ultimate objective of such schedules is absorption of the graduates into the permanent employ of the company, although such absorption is based on merit rather than guarantee.

Admission Requirements, Tuition and Fees

Applicants for admission to the Freshman class are required to write the morning Scholastic Aptitude Tests of the College Entrance Examination Board.

In addition, all applicants must qualify by graduation from an approved course in an accredited secondary school, including the prescribed subjects listed below:

College of Liberal Arts

English (4 years)	3 units
Choice from among these fields totaling	6 units
*Mathematics	Science
†Foreign Languages	Social Studies
Electives	6 units
	<hr/> 15 units

* Students expecting to major in biology, chemistry, mathematics and physics, pre-medical, pre-medical technology, or pre-dental must offer 2 units in algebra and 1 unit in plane geometry. Those who are planning to major in chemistry, mathematics, or physics must also present 1 unit in physics and $\frac{1}{2}$ unit in trigonometry. In unusual cases the trigonometry requirement may be waived.

† In foreign languages not less than 2 full units in any one language will be accepted. Students who wish to major in foreign languages must present not less than 2 full units in either French, German, or Spanish.

College of Education

While high school students who complete a college preparatory program are, in general, preferred, admission to the College of Education is open to others as well. Among the significant evidences which can be presented for admission are a high ability in the communication skills, and adequate strength in the field of special interest. In other words, general as well as special qualifications which contribute to success in teaching are fully as important as the pattern of work pursued in the high school.

Students expecting to major in the teaching of science or mathematics must offer at least three units of mathematics and two of science including physics.

Students expecting to major in the teaching of modern languages must present at least two units in French, Spanish or German.

College of Business Administration

English (4 years)	3 units
Mathematics	1 unit
Science	1 unit
Choice from among these fields totaling	6 units
Mathematics	Science
Foreign Languages (2 years)	Social Studies
Electives	4 units
	<hr/> 15 units

College of Engineering

English (4 years)	3 units
Physics	1 unit
Algebra (through quadratics)	2 units
Plane Geometry	1 unit
Trigonometry	$\frac{1}{2}$ unit
Choice from among these fields totaling	$5\frac{1}{2}$ units
Solid Geometry	Science
Advanced Mathematics	Social Studies
Foreign Languages (2 years)	
Electives	2 units
	<hr/> 15 units

It is strongly recommended that engineering candidates offer solid geometry or advanced algebra among their credit units.

Other Requirements

These formal requirements are necessary and desirable in that they tend to provide all entering students with a common ground upon which the first year of the college curriculum can be based. But academic credits alone are not an adequate indication of a student's ability to profit by a college education. Consequently, the Department of Admissions takes into consideration a student's interests and aptitudes in so far as they can be determined, capacity for hard work, attitude toward classmates and teachers in high school, physical stamina and, most important of all, character. In this way the University seeks to select for its student body those who not only meet the academic admission requirements but who also give promise of acquitting themselves creditably in the rigorous program of training afforded by the Co-operative Plan and of becoming useful members of society.

Personal Interview

Effective guidance depends in large measure upon a complete knowledge of a student's background and problems. Although a personal interview is not required, applicants who wish to do so may come to the University without formal appointment to discuss matters pertaining to their admission. A staff of trained counselors is available in the Admissions Office for personal conference on Monday through Friday from 9:00 a.m. to 4:00 p.m.

Application for Admission

The last page of this catalog is in the form of an application blank. It should be filled out in ink, signed, and forwarded with a required ten-dollar fee to Director of Admissions, Northeastern University, Boston 15, Massachusetts. Checks should be made out to Northeastern University. Upon receipt of the application, properly filled out, the University will secure the secondary school record of the applicant.

Entrance Examinations

All candidates are required to write the morning aptitude tests of the College Entrance Examination Board. These tests are given on specified dates throughout the year in principal cities of the United States and in foreign centers. Candidates may choose any date they prefer, although early dates are generally recommended.

Each year the College Entrance Examination Board publishes a list of examination centers and dates. Applicants for the aptitude tests may make arrangements through their schools or may write directly to this address:

College Entrance Examination Board
P. O. Box 592
Princeton, New Jersey

If the application is received sufficiently early, the fee for the Scholastic Aptitude test is \$6.00, payable to the College Entrance Examination Board. The Board will report test results directly to Northeastern, but not to the candidate.

As soon as possible after the Committee on Admissions has reviewed the results of these tests and high school records have been fully evaluated, a report of status with respect to admission will be sent to each candidate.

Early filing of applications is recommended.

College Expenses

Tuition and Fees

Freshmen — The charge for tuition, including the University Activities Fee, for all freshmen is \$200.00 per term, payable as indicated in the schedule below.

Engineering Upperclass Students — The charge for tuition, including the University Activities Fee, for all Engineering upperclassmen is \$260.00 per regular term and \$130.00 per summer term.

Liberal Arts, Education, and Business Administration Upperclass Students — The charge for tuition, including the University Activities Fee, for all Liberal Arts, Education, and Business Administration upperclassmen is \$230.00 per regular term and \$115.00 per summer term.

Schedule of Tuition and Fee Payments, 1956-1957

FOR FRESHMEN

Tuition and Fee

DIVISION S

DIVISION N

September 4, 1957.....	\$200.....	November 18, 1957
November 18, 1957.....	200.....	January 27, 1958
January 27, 1958.....	200.....	April 7, 1958

The first term of the sophomore year, a five-week summer term, may be taken by Division S freshmen either in April immediately following the freshman year, or in August, and by Division N freshmen either in June or August.

FOR UPPERCLASSMEN (Co-operative Plan)

DIVISION A		<i>Tuition and Fee Engineering</i>	<i>Tuition and Fee Liberal Arts, Education and Business Admin.</i>
September	9, 1957.....	\$260.....	\$230
January	27, 1958.....	260.....	230
*August	4, 1958.....	130.....	115
DIVISION B			
November	18, 1957.....	\$260.....	\$230
April	7, 1958.....	260.....	230
*June	16, 1958.....	130.....	115
*Summer term (five weeks).			

FULL-TIME PLAN

Certain students in the Colleges of Liberal Arts, Education, and Business Administration may elect non-cooperative full-time programs. Tuition rates are the same as for students on the Co-operative Plan. Upperclass students on full-time programs, however, are eligible for special scholarship consideration during the third and fourth ten-week periods taken in any one academic year.

Tuition Deposit

Applicants accepted for admission must upon request pay a nonreturnable tuition deposit of fifty dollars (\$50.00) as evidence of their intention to enroll and this will be applied on their first tuition payment.

Registration

Freshmen will register at the University on Wednesday, September 4, 1957, and Wednesday, November 13, 1957. Students are not considered to have met the requirements for admission until they have successfully passed the required physical examination. Registration must be in person.

Advanced Standing

Northeastern University admits each year a limited number of advanced standing students who:

1. Have satisfactorily written in the current year the Aptitude Tests of the College Entrance Examination Board.
2. Have earned average grades or better in their previous college work.
3. Have had courses which enable them to enter Northeastern at the beginning of a year and thereafter continue as regular students.

Previous work presented for transfer credit should include the basic first-year subjects offered at Northeastern since the Co-operative Plan makes it impossible to carry a combination schedule of freshman and upperclass subjects.

Outline of Freshman Courses

The first year is a period of full-time study during which the student must demonstrate fitness for the program which has been elected. For students

enrolled in the Colleges of Liberal Arts, Education, Business Administration, or Engineering, the Co-operative Plan of training on the job begins with the second year. Students who are unsuccessful in the basic courses of the freshman year will not be permitted to continue with their advanced program, but will be advised to change their goal and type of training. In some instances this will mean change to another curriculum at Northeastern; in others, withdrawal from the institution. *The freshman courses are so arranged as to permit change of objective during or at the end of the first year with a minimum loss of time.*

University Activities Fee

The University Activities Fee is included in tuition and is used for the operation of an extracurricular University program so designed as to meet in the best possible manner the recreational, health, social and cultural needs of the students. This fee supports such activities as dramatics, musical clubs, the Student Union, intramural games and sports, and intercollegiate athletics; includes membership in the Northeastern University Athletic Association and subscription to the *Northeastern News*, the college newspaper. Seniors receive a copy of the yearbook called the *Cauldron*, which is financed in part under this fee.

The University Activities Fee also covers the services of the college physician for emergency attention and general medical advice. Minor ailments are treated by the college health officers without additional charge. Any student who shows signs of more serious illness is immediately advised to consult a specialist or return home in order to receive further treatment.

Accident and Sickness Insurance

An excellent low cost accident and illness insurance covering "in-hospital" care is available to all Northeastern University students through a group insurance plan. The cost of this insurance is \$15 for the calendar year, payable in advance. *Students living away from home are required to participate in the plan;* commuters may do so if they wish. Circulars giving details of the insurance coverage will be sent to all candidates at the time their applications for admission to the University are accepted.

Chemical Laboratory Deposit

(Applies only to students taking chemistry and chemical engineering laboratory work)

Freshmen taking chemistry make a Chemical Laboratory deposit of fifteen dollars (\$15.00) at the beginning of the year from which deductions are made for breakage, chemicals, and destruction of apparatus in the laboratory.

Upperclassmen taking chemistry or chemical engineering laboratory work make deposits at the beginning of each such term as follows:

Sophomores and Middlers	\$10.00
Juniors	20.00
Seniors	15.00

Reserve Officers' Training Corps — Uniform Deposit

Freshmen enrolling in ROTC make a deposit of ten dollars to cover loss of or damage to ROTC uniform and equipment. Any loss or damage exceeding the deposit will be charged to the student.

Application Fee

A fee of ten dollars (\$10.00) is required when the application for admission is filed. This fee is nonreturnable.

Late Registration Fee

A fee of \$5.00 will be charged for failure to register in accordance with prescribed regulations on the dates specified in the college registration bulletins.

Graduation Fee

A fee of twenty dollars (\$20.00) covering graduation is required by the University of all candidates for a degree. This fee must be paid before the end of the fifth week of the second term in the senior year.

Payment of Tuition

All payments should be made at the Bursar's Office which is located on the second floor of Richards Hall. Checks should be made payable to Northeastern University. Students are not eligible to attend classes beginning with the second week of any term unless their tuition has been paid or specific arrangements have been made with the Registrar for a plan of deferred payment. Deferred payment of tuition entails a fee of two dollars.

Refunds

The University provides all instruction and accommodations on an academic term basis; therefore, *no refunds are granted except in cases where students are compelled to withdraw on account of personal illness or to enter the armed services of the United States.*

Expenses

The following tables, compiled from expense returns submitted by the student body, give an idea of freshman expenditures under ordinary conditions.

Estimated College Expenses for a Freshman

Application Fee	\$ 10.00
Tuition and Fees	600.00
Chemical Laboratory Deposit	15.00
Books and Supplies	60.00
Accident and Sickness Insurance (optional for commuters)	15.00
ROTC Deposit (for those electing ROTC only)	10.00
	<hr/>
	\$710.00

(Engineering students should add approximately \$50.00 for drawing instruments and equipment.)

*Estimated Living Expenses Per Week for a Freshman
Residing Away from Home*

Room Rent.....	\$ 6.00—\$ 8.00
Board.....	15.00— 20.00
Laundry.....	3.00— 3.00
Incidentals.....	2.00— 2.00
	\$26.00—\$33.00

The figures given above are approximate and may not exactly apply to any one student; however, they will be found to represent fairly well the expense of a freshman who lives comfortably but without extravagance.

ROTC

The Reserve Officers Training Corps at Northeastern offers training on a voluntary basis in the Corps of Engineers and Signal Corps Branches. Successful completion of the ROTC course leads to appointment as a second lieutenant in the United States Army Reserve or in the Regular Army.

Student Activities

Northeastern University regards student activities as an integral part of its educational program. One of the main departments of the University, the Student Activities Department, is charged with the responsibility of co-ordinating the various types of activities and of administering the social, musical, literary, and athletic organizations in such a way as to enable each to contribute in a wholesome, worthwhile manner to student life at Northeastern. Every student is encouraged to participate in such activities as may appeal to him.

Members of the faculty also are interested in extracurricular activities. A faculty adviser is appointed for each student organization. His function is to encourage the students in the development of their programs, and to give them the benefit of his experience and mature point of view in integrating these programs with other important phases of college life.

One of the outstanding contributions of the Co-operative Plan in the field of higher education has been its capacity to develop in students those powers of social understanding that are so essential to success in professional life. At Northeastern the program of student activities is made to contribute to this end in a very real way. It is a conscious aim of the student activities advisers to develop among their advisees those qualities of personality and character which will enhance their usefulness as future professional men and citizens. Students have splendid opportunities to develop administrative and executive ability as leaders of undergraduate organizations. No academic credit is awarded for any student activity. This has been no deterrent, however, to student participation in extracurricular activities, for a substantial majority of the undergraduate body participate annually in one or more forms of student activity.

Athletics

The University maintains both varsity and freshman teams in baseball, basketball, cross-country, football, hockey, and track. Games and meets are

arranged with many eastern colleges. In addition to intercollegiate competition, a well rounded program of intramural sports is available, in season, to students.

Athletic policies for the University are determined by the Faculty Committee on Student Activities. This committee determines the eligibility of students to participate in athletics, approves the various sports schedules, and approves awards of letters and numerals to qualified athletes.

Honor Societies

Five honorary societies are chartered in the Day Colleges:

Tau Beta Pi, in the College of Engineering (Massachusetts Epsilon Chapter).

Eta Kappa Nu, in the Department of Electrical Engineering (Gamma Beta Chapter).

Pi Tau Sigma, in the Department of Mechanical Engineering (Northeastern Tau Kappa Chapter).

The Sigma Society, in the College of Business Administration.

The Academy, in the College of Liberal Arts.

Election to the college honorary societies is based primarily upon scholarship, but before a man or woman is privileged to wear the honorary society insignia there must be evidence of an integrity of character and an interest in the extra-curricular life of the University as well as an acceptable personality. The societies have memberships consisting of the outstanding men and women in the Day Colleges. Election to an honorary society is the highest honor that can be conferred upon an undergraduate.

Publications

"The News" — A college newspaper, the *Northeastern News*, is published each week throughout the college year by a staff selected from the student body. The copy is prepared, edited, and published by the students themselves with the counsel of a faculty adviser. Opportunity is afforded for the students to express their opinions on subjects relating to study, co-operative work, social events, or topics of the day. Positions on the *News* staff and promotions are attained by competitive work. The paper is in part supported by advertising, both national and local, and in part by a portion of the student activities fees. The *Northeastern News* is a member of the Eastern Intercollegiate Newspaper Association, and sends one of its editors to the annual convention of this association each year. Copies of the *News* are mailed to upperclassmen when they are at co-operative work and to freshmen after the close of their college year.

"The Cauldron" — The combined senior class publishes annually a college year-book, *The Cauldron*. It is distributed without charge to the seniors and contains a complete review of the college year with class histories, pictures of all seniors, of the faculty, and of undergraduate groups, as well as a miscellany of snapshots and drawings contributed by students.

Student Council

Student government of the Day Colleges at Northeastern University is vested in the Student Council, composed of elected representatives from the various classes. The Council is the authority on all matters relating to student policies not definitely connected with classroom procedure. It has jurisdiction, subject

to faculty approval, over all such matters as customs, privileges, and campus regulations.

Student Union

The purpose of the Northeastern Student Union is to deepen the spiritual lives of Northeastern men and women through the building of character, to create and promote a strong and effective Northeastern University spirit in and through a unified student body, to promote sociability, and to emphasize certain ethical, social, civic, intellectual and avocational values.

All students are encouraged to participate in the activities of the Union, no matter what their religious faith, as the work of the Union is entirely nonsectarian.

The Union conducts a weekly chapel service in the Bacon Memorial Chapel in the Student Center Building, to which all faculty members and students are invited. The service, which is nonsectarian and voluntary, is held on Wednesdays from 1:00 to 1:45 o'clock. Many eminent preachers of Greater Boston are engaged to deliver brief addresses.

Professional Societies and Clubs

To assist in the promotion of social, cultural, and intellectual advancement through informal channels, a number of professional societies and clubs are sponsored.

Accounting Society — All students interested in accounting are invited to become members of this club. Problems involving accounting are presented and discussed at club meetings. Upperclassmen present problems arising out of thesis or co-operative work experience, and able practitioners from the professional world are invited to present papers and lead the student discussions.

Advertising Club — Affiliated with the Junior Advertising Club of Boston and with the National Industrial Advertisers' Association through the Technical Advertising Association of Boston, this Student Chapter is committed to the development of professional associations and interests among its members.

American Finance Association (N.U. Student Chapter) — The purpose of this society is to increase knowledge of the investment field by providing opportunities for discussions and by arranging for supplementary talks by outstanding personalities in the professional world of finance. All interested students are welcome at the meetings, which are held regularly during each ten-week term.

The Armed Forces Communications and Electronics Association (AFCEA) — This is a national professional society composed of the leaders of industry and of the departments of the Armed Forces concerned with communications, electronics, and photography. The Northeastern Student Chapter is the largest in the country. It is sponsored by the Signal Corps Branch of ROTC. Membership is open to any student who is interested in communications, electronics, and photography. They take many field trips and have prominent speakers at regular meetings.

Art Club — The Art Club is open to all Northeastern students interested in sketching or painting. Weekly meetings are organized to provide instruction and guidance in pencil and charcoal sketching, water coloring, and oil painting. The regular program includes several field trips for practice in sketching or

painting seascapes and landscapes. Several exhibitions of the work of members are held during the year.

Biology Club — The Biology Club (Nu-Beta) serves to stimulate interest in the biological sciences by presentations of motion picture films, lecturers and field trips. Membership is open to all students without restriction.

Camera Club — The Camera Club welcomes all men and women interested in photography. Weekly discussions and special evening lectures by guest artists are part of the yearly program. Field trips, monthly photo contests and a general exhibition add to the interest and progressive work of this organization.

Chemistry Society — The Chemistry Society is a student affiliate chapter of the American Chemical Society. Membership is open to upperclassmen majoring in chemistry or chemical engineering. Meetings are held twice during each term, at which times talks and motion pictures are given on various chemical subjects.

Chess Club — The Chess Club gives both beginners and experts an opportunity to enjoy the game. Yearly tournaments are held among the members and from time to time the Club engages in intercollegiate competition.

Debating Society — The purpose of the Debating Society is "to foster and promote an interest and facility in formal argumentation; to develop an impartial, unbiased, and intellectual consideration of questions and issues of current interest; and to sponsor intercollegiate relationships and competition in the debating field." Membership is open to all students of the Day Colleges.

Dramatic Club — The Silver Masque affords an opportunity for those students interested in dramatics to participate in the production of several pieces in the course of the college year. Qualification for the cast and for positions on the business staff is through competition under the direction of the faculty adviser.

Engineering Societies, National — Students in the several professional curricula of the College of Engineering operate Northeastern University Sections of the appropriate national professional societies. Chief among these are the following:

- American Society of Civil Engineers
- Boston Society of Civil Engineers
- American Society of Mechanical Engineers
- American Institute of Electrical Engineers
- American Institute of Chemical Engineers
- American Institute of Industrial Engineers

Members of the engineering faculty who hold membership in the parent organizations serve as advisers to these student groups. Meetings are held regularly and practicing engineers are invited to address the sections. Occasionally appropriate motion pictures are shown, or the group visits some current engineering project in the vicinity of Boston. The College of Engineering encourages these student sections of the technical societies in the belief that they provide a wholesome medium for social intercourse as well as a worthwhile introduction to professional life.

Husky Key — This organization for the promotion of school spirit provides special services at athletic events and for visiting teams and other groups.

Hus-Skiers — The purpose of the Hus-Skiers is to hold an integrated program of ski activity, including weekend outings during the winter season. A tournament and carnival are held near the close of the season in which all members are eligible to take part. The club holds charter membership in the New England Intercollegiate Ski Conference. Skiing is recognized as a minor sport.

International Relations Club — The International Relations Club was founded for the purpose of studying and discussing those current national and international events and issues which vitally concern our American life and institutions. The club maintains contacts with similar organizations in other colleges.

Marketing Association — Students in the College of Business Administration maintain a student chapter of the American Marketing Association for the purpose of enhancing the professional development of its members. Meetings are held each ten-week period at which executives from Greater Boston discuss current issues in the field.

Mathematics Society — The Mathematics Society encourages the study of topics of mathematical interest which are either outside or beyond the scope of the regular mathematics courses. Membership is restricted to those men and women who have completed one and one-half years of study in mathematics and have an average grade of not less than "C" in mathematics courses up through differential calculus. Although membership is limited to upperclassmen, freshmen especially interested in mathematics are always welcome at meetings of the Club.

The final program of the year is devoted to a dinner meeting for which some prominent outside speaker is procured.

Military Affiliated Radio System (MARS) — This activity, known as MARS, is a world-wide organization of amateur radio operators, sponsored by the Army Signal Corps. It operates station AAIWAS at Northeastern University. Membership is open to all "ham" operators who have or desire to obtain amateur licenses. It co-operates with the Radio Club.

Musical Clubs — The Department of Student Activities sponsors musical clubs, such as the following: concert orchestra, band, chorus, and dance orchestra, for which all students with musical ability are eligible. Membership in the various musical clubs is attained by competitive effort.

Omega Sigma Society — This society is the organization for all women students enrolled in the Day Colleges. It is responsible for a large number of the social activities for women and sponsors many programs of cultural and educational value. Each year, as a part of the social program, Omega Sigma gives a Mother and Daughter Tea, arranges a Big Sister Banquet — a "get-acquainted" affair in the fall — and a Senior Banquet in June. The society organizes outings; it holds general meetings to which guest speakers are invited; it cooperates with the Student Union in giving an annual Christmas party for children from community centers. In all, Omega Sigma offers opportunity for closer friendship, for spirited participation in wholesome activity, and for leadership development.

Pershing Rifles — This is an honorary society open to ROTC freshmen and sophomore cadets who distinguish themselves. The national society was founded in 1891 at the University of Nebraska and now has about 110 chapters at colleges

and universities throughout the country. Company R, 8th Regiment at Northeastern University was chartered in 1952. It encourages, promotes, and develops citizenship and the highest ideals of the military profession. The Rifles have a crack drill team that participates at University and local civic ceremonies.

Psychology Society — An organization in which interests in technical psychology are pursued. The membership is open principally to majors in the field of psychology, but this does not preclude from participation any or all students who have an active interest in psychology.

Radio Club — One of the most popular undergraduate activities is the Radio Club. Members are provided opportunity for code practice and are encouraged to obtain their amateur licenses. The club owns and operates station W1KBN, a short wave transmitter, located in the Radio Laboratory in the penthouse of Richards Hall. Meetings are held about once a month for the discussion of technical matters. Practicing radio engineers are frequently invited to address the club at evening meetings, when students in both divisions may attend.

Rifle Club — This has become one of the largest and most popular of student activities since the new rifle range in the Physical Education Center became available in 1954. Membership is open to both non-ROTC and ROTC students. Army personnel supervise the firing, give instruction, and coach the four University rifle teams which compete in intercollegiate matches. The various rifle teams entered in intercollegiate competition are as follows:

Freshman Rifle Team — This team is open to all freshman students. It competes with other freshman intercollegiate teams.

Girls Rifle Team — This team is open to all female students.

Varsity Rifle Team — This team participates in regular intercollegiate competition. All upper-class students can compete for places on the team.

ROTC Rifle Team — This team is limited to ROTC cadets, all of whom compete for positions on the team.

Scabbard and Blade — This is the ROTC cadet officers honorary society. The National society was founded in 1905 at the University of Wisconsin and there now are over 128 chapters at colleges and universities throughout the United States. Company "H," 11th Regiment at Northeastern was chartered in 1954. It has become the largest chapter in the United States. Membership is restricted to advanced course cadets and is by invitation only. Scabbard and Blade is the most important ROTC activity because of its high standards of performance and fellowship. Its membership furnishes the key cadet officers in the Corps. It sponsors the Annual Military Ball.

The Society of American Military Engineers (SAME) — This is a national professional society composed of civilian industrial leaders and officers of the Armed Forces concerned with military and industrial construction and military engineering. The Northeastern Student Post was chosen in 1955 as the outstanding student post in the nation, having been selected over fifty-eight other student posts at colleges throughout the United States. Membership is open to all

engineering students. It is sponsored by the Corps of Engineers Branch of ROTC. They take many field trips and have prominent speakers at regular meetings.

Square and Folk Dance Society — This organization is composed of students interested in learning the techniques and forms in folk dancing. Demonstrations are given before the general student body from time to time throughout the year.

University ROTC Band — Although composed largely of ROTC cadets, non-ROTC students also are welcomed. The Band Council members staff the Band which may upon occasions consist of 80 pieces. It performs at ROTC ceremonies and at university events including football, basketball and hockey games, and rallies.

Yacht Club — The Yacht Club is a member of the Intercollegiate Yacht Racing Association. The club participates in regattas held in the Charles River Basin and also in regattas held at other colleges. Yachting is recognized as a minor sport.

Class Organization and Activity

Each of the classes in the Day Colleges elects its officers and carries on activities as a class. Dances are sponsored by the classes at regular periods throughout the year. One of the highlights of the social program is the Junior Promenade, held each spring at one of the Boston hotels.

Seniors plan a number of activities just prior to Commencement.

Convocations

The hour from 12:00 to 1:00 on Wednesdays throughout the year is reserved by the University for convocations and other large meetings. Attendance at convocations is compulsory. Among these meetings are included three all-Day College meetings at Symphony Hall known as the Fall Convocation, Honors Convocation, and Alumni Convocation which bring before the student body some of the ablest and foremost leaders of our country. When the reserved hour is not occupied by a University meeting, concerts, athletic rallies, and class meetings may be held instead. Such meetings are under the direction of the Department of Student Activities.

Fraternities

There are at present nine local Greek letter fraternities chartered by Northeastern University. Each fraternity is provided with a faculty adviser who is responsible for the proper administration of the fraternity house under the rules and regulations established by the faculty. The list of fraternities in the order of their establishment is as follows:

- | | |
|-----------------------|--------------------|
| 1. Beta Gamma Epsilon | 5. Phi Beta Alpha |
| 2. Alpha Kappa Sigma | 6. Phi Gamma Pi |
| 3. Nu Epsilon Zeta | 7. Sigma Phi Alpha |
| 4. Sigma Kappa Psi | 8. Kappa Zeta Phi |
| 9. Gamma Phi Kappa | |

Elected representatives from each fraternity make up an Inter-Fraternity Council, a body which has preliminary jurisdiction over fraternity regulations. Its rulings are subject to the approval of the Faculty Committee on Student Activities.

General Information

Policy on Changes of Program

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

The University further reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

Any changes which may be made from time to time pursuant to the above policy shall be applicable to all students in the school, college, or department concerned, including former students who may re-enroll.

Textbooks and Supplies

The Northeastern University Bookstore, located on the ground floor of Richards Hall, is a department of the University and is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the University may be purchased at the Bookstore.

All students may purchase Day College required textbooks which are for their own use at a ten per cent discount. The ten per cent discount will not apply on equipment, supplies, or novelties. It is the policy of the Bookstore, however, to stock these materials and to sell them at the lowest possible prices.

Part-time Work

Students who find it necessary to accept part-time jobs while attending college may obtain such work through the Director of Co-operative Work.

Students are not justified in assuming that the University will take care of their expenses or guarantee to supply them with work sufficient to meet all their needs.

A student should have available a reserve fund adequate to provide for immediate needs and unexpected contingencies. This should ordinarily amount to at least the first year's tuition plus books and supplies, room rent, and board for several weeks or a total of about \$750.00.

Grades and Examinations

Examinations

Examinations covering the work of the term are usually held at the close of each term. Exceptions may be made in certain courses where, in the opinion of

the instructor, and with the approval of the Dean of the College concerned, examinations are not necessary.

Condition Examinations

Condition examinations are usually given once each year for each division. The charge is three dollars (\$3.00) for each condition examination.

The responsibility for the removal of a condition rests with the student, who is required to ascertain when and how the condition can be removed.

Special Final Examinations

Students who have been given permission to make up missed final examinations will be charged a single fee of \$5.00 covering all of the examinations missed during a given final examination period.

Senior Condition Examinations

No condition examinations in last term senior courses are offered at the end of the last term. This means that a failure in a last term senior course cannot be made up before Commencement.

Grades

A student's grade is officially recorded by letter, as follows:

- A outstanding attainment
- B above-average attainment
- C average attainment
- D lowest passing grade, poor attainment (the faculty will accept only a limited amount of grade D work toward the Bachelor's degree)
- F failure, removable by condition examination
- FF complete failure, requires the student to repeat the course unless the Executive Committee grants, upon petition, other special arrangements
- I incomplete, used for intermediate grades only to signify that the student has not had time to make up work lost through excusable enforced absence from class
- L used in all cases of the removal of a failure by condition examination or by attendance at summer term
- WP Withdrew from course — passing
- WF Withdrew from course — failing

A student who does not remove a condition before that course is again scheduled, a year later, must repeat the course unless excused by special action of the Executive Committee. A condition in more than one subject may involve the loss of assignment to co-operative work.

The responsibility for the removal of a condition rests with the student, who is required to ascertain when and how the condition can be removed.

Dean's List

A Dean's List, issued at the end of each term, contains the names of upperclass students who have a 3.0 weighted average in all subjects with no grade below C during the preceding period. Freshmen who meet the same standards in their

work are included on a Freshman Honor List. No student subject to disciplinary action is eligible for either list.

Reports on Scholastic Standing

Reports for all students are issued at the end of each grading period. Questions relative to grades are to be discussed with the student's faculty adviser.

Students are constantly encouraged to maintain an acceptable quality of college work. Parents and students are always welcomed by the college officers and faculty advisers for conference upon such matters.

Parents or guardians will be notified whenever students are advised or required to withdraw from the University. If parents so request, report cards will be sent to them instead of to the student.

General Conduct

Conduct

It is assumed that students come to the University for a serious purpose and that they will cheerfully conform to such regulations as may from time to time be made. In case of injury to any building or to any of the furniture, apparatus, or other property of the University, the damage will be charged to the student or students known to be immediately concerned; but if the persons who caused the damage are unknown, the cost for repairs may be assessed equally upon all the students of the University.

Students are expected to observe the accepted rules of decorum, to obey the regulations of the University, and to pay due respect to its officers. Conduct inconsistent with the general good order of the University or persistent neglect of work may be followed by dismissal; if the offense be a less serious one, the student may be placed upon probation. The student so placed upon probation may be dismissed if guilty of any further offense.

It is desired to administer the discipline of the University so as to maintain a high standard of integrity and a scrupulous regard for truth. The attempt of any student to present any work which is not his or her own, or to pass any examination by improper means, is regarded as a most serious offense and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is also held to be a grave breach of discipline.

Scholastic Year for Seniors

Seniors of either division who are candidates for a degree in the current year must have completed all academic work, class assignments, theses, regular and special examinations, before twelve o'clock noon of the Saturday next following the close of recitations for seniors.

Attendance

Students are expected to attend all exercises in the subjects they are studying unless excused in advance.

No cuts are allowed. A careful record of each student's attendance upon class exercises is kept. Absence from regularly scheduled exercises in any subject will

seriously affect the standing of the student. It may cause the removal of the subject or subjects from the student's schedule.

Laboratory work can be made up only when it is possible to do so during hours of regularly scheduled instruction.

Absences from exercises immediately preceding or following a recess are especially serious and entail severe penalties.

Attendance at all mass meetings of the student body is compulsory. Exceptions to this rule are made only when the student has received permission from the Director of Student Activities previous to the meeting from which absence is desired.

Student Housing

Housing Regulations (Men)

The University does not maintain dormitories for men and cannot guarantee housing accommodations to students who live away from home, but does endeavor to exercise due consideration and care for the students' welfare while they are in residence. This necessitates the adoption of the rules and regulations presented herewith.

1. The Registrar's Office will assist students in obtaining suitable housing. Whenever possible a student should try to make arrangements for housing several days in advance of registration.
2. Students may inspect rooms suggested to them before definitely renting them. After a student has decided to take a room obtained through the assistance of the Registrar's Office, he must notify that office as soon as possible.
3. All students who are assisted in finding rooms by the Registrar's Office must retain the room for the period of their residence unless prior permission to change has been granted by the Registrar.
4. Students are not permitted to live in unsupervised quarters. Under no conditions are groups of students permitted to lease apartments or houses.
5. Students are not permitted to engage living quarters without prior approval of the Registrar. Those violating this rule will be required to give up such rooms immediately and will be assisted by the Registrar's Office in obtaining other quarters.

Rooms in the residence area of the Huntington Avenue Branch of the Boston Y.M.C.A. may be secured only through the Department of Housing Services of the Y.M.C.A. The applicant must present himself in person to a representative of the Department before assignment will be made. Applicants are advised to write the Department of Housing Services of the Huntington Avenue Branch, 316 Huntington Avenue, Boston, Massachusetts.

Fraternity Housing (Men)

Certain fraternities provide excellent opportunities for room and board for men at reasonable rates. Information regarding these housing facilities may be obtained from the Registrar.

Housing for Women

Women's Residences, under the supervision of housemothers, are maintained by the University at 428 and 402 Marlborough Street, Boston. Board and room is provided at reasonable rates. Information regarding these Residences may be secured from the Director of Admissions.

Women students living away from home are required to live in the Marlborough Women's Residences unless other arrangements are approved in advance by the Dean of Women.

Freshman Counseling

Freshman Orientation Period

In order that freshmen may be ready to pursue their academic work with greater composure and be somewhat acclimated before the beginning of scholastic work, three or four days prior to the first term are devoted to a freshman orientation period. All freshmen are required to attend all exercises at the University scheduled during the orientation period.

Freshman Orientation Class

All freshmen attend an orientation class once each week for the first fifteen weeks. This class is designed to instruct the student in the traditions, activities, and procedures of the University. Time is devoted to the proper methods of study for success in college and stress is placed on attitudes for success in later life. About a third of the classes are devoted to techniques and procedures of work under the Co-operative Plan.

Physical Examination

All freshmen receive a physical examination at the University during the orientation period. All students are expected to report promptly at the appointed time for examination. Those who fail to appear at the appointed time will be charged a special examination fee of two dollars (\$2.00).

Freshman Counselors

At the time of matriculation each freshman is assigned to a personal adviser, a member of the faculty, who serves as an interested and friendly counselor during the perplexing period of transition from school to college. The aim of the freshman advisory system is primarily to guide students through their first year. General counseling is under the direction of the Dean of Freshmen and the Dean of Students, assisted by a clinical psychologist, who handles the diagnosis and remedial treatment of difficult problem cases. Direct counseling of women students is under the supervision of the Dean of Women.

Individual Attention to Freshmen

Attention is given not only to the scholastic problems of the student, but also to personal problems in which advice is needed and desired. The aim is to help the student to the fullest possible personal development.

The college records of all students are periodically analyzed in the light of what may reasonably be expected from them in view of their previous school record, their scores on psychological tests, and all other factors in their situations. If they are not doing their best work, investigations are made to determine and eliminate the causes.

Educational Guidance

The Dean of Students Office is prepared through its testing and general information facilities to provide guidance for students who are uncertain about their educational objectives. While the service is restricted to students registered at the University, it is available throughout the academic year to any regularly enrolled student who applies for it.

Scholarships and Awards for Freshmen

Requests for scholarships for the Freshman year should be on file with the Director of Admissions not later than March 1 of the current year. Scholarship applicants are expected to write the College Entrance Examination Board aptitude tests in January.

Trustee Scholarships

Established in 1928 by the Board of Trustees of Northeastern University. Each year the University grants in the four Day Colleges full and partial tuition scholarships to entering freshmen who have demonstrated throughout their preparatory or high school course superior scholastic attainment. For additional information relative to these scholarships, communicate with the Director of Admissions.

Charles Hayden Memorial Scholarships at Northeastern University

The Charles Hayden Foundation, created by the will of the late Charles Hayden, an alumnus of the Boston English High School, offers annually memorial scholarships to freshmen at Northeastern University. The scholarships are awarded to "deserving boys" whose parents are unable to finance the entire cost of their education. Full particulars concerning these scholarships may be obtained from the Director of Admissions of Northeastern University.

General Motors Scholarships

General Motors has a vital interest in higher education in America. Under its "College Plan" one four-year, full-tuition scholarship is granted to a high school senior of high ability who has been admitted to one of Northeastern's Day Colleges. Under its "National Plan" high school seniors of exceptional promise who contemplate entering Northeastern are eligible to write the competitive examination of the Educational Testing Service, Princeton, New Jersey. Winners are awarded four-year scholarships for study in the fields of their choice. Full particulars concerning these scholarships may be obtained from your high school guidance counselor, or by writing to the Northeastern University Director of Admissions.

Henry B. Alvord Memorial Scholarship in Civil Engineering

Established in 1940 in memory of the late Henry B. Alvord, Professor of Civil Engineering and Chairman of the Department for eighteen years. The award is made annually to a student graduating from an accredited secondary school who has demonstrated superior academic ability and gives promise of succeeding in civil engineering. The grant of two hundred and fifty dollars

is made only to an entering freshman who is qualified for and plans to study civil engineering.

Freshman Scholarships for Women

In addition to the usual Trustee Scholarships, certain special awards for young women entering the Freshman class are made each year.

Applicants for awards under these grants must have been graduated, with high scholastic standing, from an accredited secondary school; participation in student activities or young people's affairs and financial need are important considerations.

The Faith G. Bemis Scholarships — To assist young women with records of superior scholastic achievement who are in need of financial aid; named in honor of Mrs. Albert F. Bemis, a loyal friend of the University.

The Clara Ford Scholarships — To aid outstanding young women who might otherwise be unable to attend college; established in honor of Mrs. Joseph F. Ford, a benefactress of Northeastern.

The Fred R. Hayward Scholarships — Granted on a competitive basis to young women of promise who would otherwise be unable to meet the expense of the freshman year, in memory of Mr. Hayward by his wife.

The Lillian Jane Kerr Scholarships — To able and needy young women, in the name of Mrs. Harry H. Kerr, because of her interest in making available educational opportunities under the Co-operative Plan.

The Cora E. Richards Scholarships — In memory of Mrs. James L. Richards, for worthy young women dependent chiefly upon their own efforts in securing a college education.

The Bertha J. Richardson Scholarships — To young women of demonstrated ability and established need, in appreciation of the loyal support of Mrs. Frank L. Richardson.

The Northeastern Faculty Wives Scholarship — Offered by the Faculty Wives of Northeastern University; to a young woman of limited financial resources who has demonstrated a likelihood of succeeding in her chosen field.

The M.K.M. Scholarships

Established in 1953. The M.K.M. Knitting Mills, Incorporated, Manchester, New Hampshire, offers annually two scholarships in the amount of \$250.00 each to employees of the Company, to sons and daughters of employees, and to high school seniors residing in Hillsboro County, New Hampshire. Scholarship recipients will be expected to complete at least three work periods with M.K.M. Knitting Mills, Inc., or one of its subsidiaries. The purpose of these scholarships is to provide an opportunity for qualified students to further their education in the fields of Mechanical Engineering or Business Administration, and to help prepare these students for supervisory and executive positions in the knitting industry.

The Sheffield Corporation Scholarships

Established in 1953. The Sheffield Corporation of Dayton, Ohio, offers annually a number of Northeastern University scholarships to employees of the Company and its subsidiaries, sons and daughters of employees, and high school seniors residing in Franklin County, Massachusetts. Each scholarship is in the amount of \$1,200.00. Recipients are expected to complete at least three work periods with the Sheffield Corporation's subsidiary plants in Conway and Greenfield, Massachusetts. The purpose of the Sheffield Scholarship Plan is to provide an opportunity for young men and women to further their education in the fields of Mechanical and Industrial Engineering and to train them for positions in the Precision Tool and Gage Manufacturing industry.

Scholarships, Prizes, and Awards for Upperclassmen

Dean's List Scholarships

Established in 1929. Annually at the Dean's List Dinner three scholarships of one hundred dollars each, known as the Dean's List Scholarships, are presented to the students with the outstanding records in the sophomore, middler, and junior classes. These scholarships are applicable to the recipients' tuition the first term of the following year.

President's Letter

Established in 1929. At the time of the award of the Dean's List Scholarships a President's Letter is presented to the senior student who leads the seniors in the Day Colleges in scholastic achievement. The letter is a congratulatory one from the President of the University and is a coveted prize.

Sears B. Condit Honor Awards

Established in 1940 through the generosity of Sears B. Condit. In the fall of the year at a University convocation Sears B. Condit Honor Awards, not less than twenty in number, are awarded annually to outstanding students in the upper three classes of the College of Liberal Arts, the College of Business Administration, and the College of Engineering. Each award carries a stipend of not less than one hundred dollars as well as a certificate of achievement.

Boston Society of Civil Engineers Scholarship in Memory of Desmond FitzGerald

Established in 1931 by the Boston Society of Civil Engineers in memory of Desmond FitzGerald, a former president of the Society and an eminent hydraulic engineer with a distinguished record of service. It has been awarded annually since 1931 to an outstanding Northeastern University senior or junior student in the Department of Civil Engineering of the College of Engineering. The presentation is made by the President of the Boston Society of Civil Engineers at a College of Engineering convocation in the spring of the year.

Tau Beta Pi Award

Massachusetts Epsilon Chapter of Tau Beta Pi Association, national honorary society in engineering, offers annually a scholarship of one hundred dollars to

the sophomore in the College of Engineering who, during the previous year as a freshman, made the highest scholastic record.

The Sigma Society Award

The Sigma Society, the honorary society of the College of Business Administration, offers annually a scholarship of one hundred dollars to the sophomore in the College of Business Administration who, during the previous year as a freshman, made the highest scholastic record.

The Academy Award

The Academy, the honor society of the College of Liberal Arts, offers annually a scholarship of one hundred dollars to the sophomore in the College of Liberal Arts who, during the previous year as a freshman, made the highest scholastic record.

Omega Sigma Award

The Omega Sigma Society, composed of women students at Northeastern University, offers annually a scholarship of one hundred dollars to the senior woman student who, by high scholastic attainment and by demonstration of the quality of leadership, has proven herself the outstanding woman student of the year.

William J. Alcott Memorial Award

Established in 1934 by members of the faculty and other friends to perpetuate the memory of William Jefferson Alcott, Jr., a brilliant member of the Department of Mathematics in Northeastern University from 1924 until his death in 1933. The award is made annually from the income of the fund for outstanding scholastic achievement during the preceding year, either in a particular field of interest or for a superior academic record.

Clara and Joseph F. Ford Scholarship Fund

Established in 1947 by friends and employees of Clara and Joseph F. Ford to provide tuition scholarships for worthy, needy, and well-qualified students who have demonstrated a democratic and tolerant spirit and who are well disposed toward people of all creeds and races.

Alumni Awards for Professional Promise

Established in 1947 by the Alumni Association of the Day Colleges. These awards are presented annually at the University Convocation sponsored by the Alumni of the Day Colleges. The awards are made to the outstanding seniors in each of the four Day Colleges who have demonstrated unusual professional promise through their character traits, scholastic achievement, and co-operative work performance.

William Lincoln Smith Scholarship Fund

Established in 1947 by Farnham Wheeler Smith, Class of 1924, Benjamin Lincoln Smith, Class of 1923, Thomas Hollis, Jr., Class of 1941, and other

members of the family in honor of Dr. William Lincoln Smith who served long, faithfully, and with distinction as chairman of the Department of Electrical Engineering at Northeastern University. The income from the fund is to be used for an annual scholarship award to a student enrolled in the Department of Electrical Engineering who has demonstrated excellence in some aspect of electrical research or who stands high in his courses or who otherwise exhibits promise of future competence in the field. The award shall preferably be granted to a student who needs financial assistance to continue his college work.

Jewish Vocational Aid Society

The Jewish Vocational Aid Society has established a \$1,000.00 revolving scholarship loan fund at Northeastern University to assist deserving and needy students. This fund is to be used for both men and women, regardless of creed or racial origin, residing in the Greater Boston area and for *vocational* study.

Loans are not to exceed \$300 in any one school year. Recipients will be required to sign notes to repay, after graduation, amounts granted without interest.

Associated Industries of Massachusetts Scholarships

The Associated Industries of Massachusetts annually awards to Northeastern University several thousands of dollars to be used for scholarships to help sons and daughters of workers in Massachusetts industries who are enrolled in the Day Colleges. The amount of each individual award is determined by a committee comprising the Dean of Students, the Director of Day Colleges, and the Director of Admissions. Primary purpose of the grant is to assist capable students who would otherwise be unable to continue their college education. The scholarships are available to upperclassmen.

The Henry Francis Barrows Scholarships

Established in 1949, the Henry Francis Barrows Scholarships at Northeastern University, provided under the will of Fanny B. Reed, offer Protestant young men, born and brought up in New England, four scholarships of \$250.00 each. Good scholastic standing, good character, and need must be demonstrated by recipients of the scholarships. Applications may be made through the Dean of Students Office in Richards Hall.

American Society of Tool Engineers Scholarships

Established in 1950, the Boston Chapter of the American Society of Tool Engineers makes two annual awards, equivalent to one-half the annual tuition rate, each known as *The Boston Chapter American Society of Tool Engineers Scholarships at Northeastern University*. They are awarded to junior and senior students in the Industrial or Mechanical Engineering curriculum at Northeastern University. To be eligible for the award a student must have had honor standing for the previous academic year, be a resident of Greater Boston, be interested in tool engineering or allied fields of manufacturing, have satisfactory records at co-operative work, and be in need of financial assistance. The awards will be made only when qualified students apply.

Chemical Club of New England Scholarships

Established in 1952, two scholarships known as *The Chemical Club of New England Scholarships at Northeastern University* will be open to residents of New England, to junior and senior students in chemistry or chemical engineering with good academic and co-operative work records, who need financial assistance. Students must be planning to continue work in one of the two fields after receiving their degrees. The scholarships have been established to enhance interest in work in chemistry or chemical engineering in New England and to aid deserving students in these courses. The scholarships are \$300.00 each. Applications for them may be made through the Dean of Students Office.

ROTC Scholarships and Awards

Scholarship awards totaling \$975 are available to ROTC cadets this year. The University offers nine \$50 scholarships annually. They are: one to the outstanding freshman cadet, four to sophomores (one in each branch and division), two to middlers (one to each branch), and two to juniors (one to each branch). Scabbard and Blade, (a cadet officers honorary society) offers four \$125 scholarships annually to Middlers. The Pershing Rifles (a basic course honorary society), offers a \$25 scholarship to a sophomore Pershing Rifles cadet.

Many medals and trophies are awarded to ROTC cadets for achievement in diverse fields. The Armed Forces Communications and Electronics Association awards its gold, silver, and bronze medals annually to Senior, Junior, and Mid-dler Signal Corps cadets majoring in Electrical Engineering and the United States Veteran Signal Corps Association Medal to a Signal Corps cadet not majoring in Electrical Engineering. The Society of American Military Engineers awards two gold medals to senior and junior Corps of Engineers cadets. The Association of the United States Army awards its medal to an advanced course cadet regardless of Branch affiliation. The Massachusetts Society of the Sons of the American Revolution and the Reserve Officers Association of the United States award their gold medals to senior cadets excelling in leadership. The University awards a trophy to The Outstanding Rifleman of the Year and the student's name also is inscribed on a bronze plaque mounted near the rifle range. Many other marksmanship awards are available to members of the various rifle teams.

Academic Achievement Awards are won by each cadet in the top ten percent of ROTC classes. This award, an embroidered wreath, is worn on the right sleeve of the uniform during the year immediately following. Leadership Achievement Awards, consisting of letters of commendation, are awarded to each cadet in the top ten percent in leadership potential.

Roland Guyer Porter Memorial Fund

This Fund was established in 1953 by colleagues and friends of the late Professor Roland G. Porter, for many years Head of the Department of Electrical Engineering. Interest on the Fund provides an annual award to a student in the Department of Electrical Engineering who best exemplifies the qualities of mind and character which Professor Porter did so much to develop in his lifetime.

The Mr. and Mrs. Emil Matthew Bauer Fund

Established in 1954. The interest of the fund is to be used for granting scholarships or other financial assistance to students of German birth or of German extraction for studies at Northeastern University. The scholarships are available to either men or women students enrolled in any year of the University. Applications may be made through the Dean of Students' Office.

Westinghouse Achievement Scholarship in Electrical Engineering

Established in 1954. This scholarship of \$500.00 per year has been established at Northeastern University for a period of five years, extending through the academic year 1958-1959, unless the University and Foundation mutually agree the scholarship should be terminated earlier. The scholarship is to be awarded to a junior in Electrical Engineering on the basis of high achievement in his academic work and demonstrated qualities of leadership. The recipient will be selected by a committee of the faculty. The scholarship is awarded at the Dean's List Dinner or at a University Convocation. The scholarship is paid in two installments of \$250.00 at the beginning of the first and second semesters of the student's senior year.

The Harold D. Hodgkinson Achievement Award

Established in 1954. The Harold D. Hodgkinson Achievement Award of \$400.00 is granted annually to a junior student for his senior year. The winner of the award is known as the Hodgkinson Scholar for the year in which he is chosen. The award is based primarily upon distinguished scholastic achievement with due consideration of character, personality, qualities of leadership, co-operative work experience, military record, if any, and service in voluntary organizations and activities. Student leadership accomplishments and professional potential are evaluated in connection with these criteria. Other qualifications being equal, a relative of the donor or a candidate connected with Filene's by co-operative work or relationship is given preference. The Hodgkinson Scholar is chosen by a committee of administrative members of the faculty. An appropriate certificate is presented to the recipient as a permanent record of his selection. The award is made at an important University meeting.

The Alumni Association

The 10,000 alumni of the Day Colleges are organized to promote the welfare of Northeastern University and to perpetuate the spirit of fellowship among members of the Alumni Association. Headquarters of the Association are in the Alumni Office located in Room 251 of Richards Hall where records and addresses of alumni are on file.

The official publication is the *Northeastern Alumnus* which is published quarterly and is sent to all subscribers to the annual Alumni Fund. The Alumni Fund operates similar to the Community Chest. Once a year the alumni are solicited through the Alumni Association. The funds are used to provide an annual gift to the University, finance the activities of the Alumni Association, and publish the *Alumnus*.

Regional Alumni Clubs have been established in Brockton, Chicago, Cleveland, Connecticut, Detroit, Maine, New Hampshire, New York City, Merrimac Valley, North Shore, Southern California, Southeastern Massachusetts, Philadelphia, Rhode Island, Tri-City (Albany area), Western New York, Western Pennsylvania, South Shore, Washington-Baltimore, Western Massachusetts and Worcester. These clubs meet periodically in their respective centers to discuss matters pertaining to the University and its alumni. Meetings are also held in conjunction with visits of members of the faculty and Northeastern athletic teams to the various club centers.

The Association presents annually, at the Alumni Convocation, the Alumni Award for professional promise to a senior in each of the four Day Colleges.

The climax of the year's activities is the Alumni Federation Day held in the Spring. Reunions of various classes are also conducted during June.

The Alumni Association of the Day Colleges is a member of the Alumni Federation, which consists of the Alumni Associations of the Day Colleges, of the School of Business, and of the School of Law.

The organization of the Alumni Association is as follows:

Officers

President

EARL H. THOMSON '25

Secretary

RAYMOND L. SMART '26

Vice-President

GEORGE C. THOMPSON '30

Treasurer

RUDOLF O. OBERG '26

Executive Committee

DONALD C. MOODY '23

KENNETH C. PERKINS '51

JOHN J. GILL '40

JOHN E. VADALA '31

JOSEPH W. LAVIN '44

I. ALBERT LEE '22

Alumni Council

HARRY CIKINS '17

CHARLES E. HILLS '21

EDWARD N. SAMPSON '22

FRANK A. HARRINGTON '24

A. POLEY AND J. ABRAMS '25

PAGE SANDERSON '26

PEIRCE DAVIS '27

E. HOPKINS AND W. BLAKE '28

ROBERTSON C. DAMRELL '29

DEXTER W. LOVELL '30

ROBERT H. GARDNER '31

MATTHEW H. HANSCOM '32

LEONARD RAMIREZ '34

LOREN B. SJOSTROM '35

ERVIN E. GROSS '36

HARRY O. BAKER, JR. '37

PHILIP A. SMALL '38

ROBERT O. AUSTIN '39

WILMOT H. DECKER '40

HARVEY S. MILLER '41

FRANCIS A. CORCORAN '43

JOSEPH C. LAWLER '44

RICHARD H. DOUGLAS '45

EDWARD W. MURPHY '46

JAMES E. MROSE '47

EDWARD C. WALLACE, JR. '48

HAROLD W. CURTIS '49

SIDNEY HERMAN '50 CFT

JASON WEISMAN '50C

MURRAY D. BLACK '51

ROBERT H. SOMMER '52

ANTON EFFGEN, JR. '53

DOLORES EFFTHIM '54

DOLORES SOCHER '55

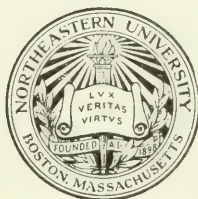
Director of Alumni Relations

RUDOLF O. OBERG '26

NORTHEASTERN UNIVERSITY

COLLEGE OF
LIBERAL ARTS

Courses of Study
1957-1958



(COEDUCATIONAL)

BOSTON 15, MASSACHUSETTS

January, 1957

THE COLLEGE OF LIBERAL ARTS

Aims

IN PROVIDING the means to a modern liberal education the College of Liberal Arts of Northeastern University has a threefold objective: first, the development of intellectual capability; second, the development of a well-rounded personality; and third, preparation for a vocation.

Intellectual capability rests upon the foundation of a sound general education. Through the required and elective courses of all curricula, students are guided toward a mastery of the leading ideas, significant facts, and the habits of thought and methods of work in the areas of language, natural science, social science, and the humanities. With this training the student will better understand the world and society in which he lives, appreciate more fully the basic values upon which civilization and culture rest, and perceive and accept his responsibilities as an active participant in social groups — the family, the community, the nation, and the world. At the same time the student is aided in the development of a resourceful and independent mind, the ability to use as well as to accumulate knowledge, and the awareness of his mental strengths and weaknesses.

The College of Liberal Arts endeavors to aid each student in attaining the goal of an emotionally balanced, well-rounded personality. Through its academic, extracurricular, and co-operative work programs, students are provided experiences which will be conducive to the development of strength of character and a sense of personal responsibility — including such personal qualities as self-reliance, integrity, perseverance, and the ability to work with others.

Since liberal arts colleges were originally established for the purpose of training for certain professions, the College of Liberal Arts holds that there is no inconsistency between a truly liberal education and preparation for a vocation. Today it is widely accepted that a liberal education must prepare both for the art of living and the obtaining of a living. Through its academic program coupled with co-operative work experience the College of Liberal Arts aims at providing young men and women with a sound training either for further graduate study or for immediate entrance upon graduation into some vocation.

Methods

To enable each student to plan a college program in keeping with his own interests and aptitudes, a wide range of electives is offered. This does not mean that students are free to elect courses indiscriminately, for if they are to obtain a liberal education they must have training in several basic fields. Therefore, a definite series of basic courses in each curriculum is required by the faculty. These required courses are largely concentrated in the first two years of the curriculum.

Through a comprehensive guidance program students are directed in their selection of courses so that they obtain the proper preparation for their intended vocations. Specialization in a major field is emphasized during the latter part of the curriculum and is facilitated by the opportunity for electing certain courses in the College of Engineering and the College of Business Administration.

Through the Northeastern plan of co-operative education for upperclassmen,

the student makes early contact with actual working conditions and profits by the wholesome experience of earning at least part of the money to defray college expenses. Viewed as a whole, then, the college years surround the student not with an artificial atmosphere of cloistered scholarship but with an environment very close to that which he or she will enter after graduation, and thus tend to make for more ready employment, an essential element of vocational competence.

Evening Division

In order to serve men and women who are engaged in full-time employment during the day, a number of the regular courses are offered in the evening. In addition to Institute programs in which certificates are awarded, curricula are offered leading to the associate and baccalaureate degrees in certain non-science fields.

Preparation for a Career

The curricula in the College of Liberal Arts afford not only a broad cultural training but also the necessary foundation for a wide range of vocations for both young men and young women. Some of the career opportunities open to the graduates of the College of Liberal Arts together with the academic programs needed are indicated below and in the pages which follow.

Art — The courses in art provide a liberal education in the history of art, and train men and women for professional work in industrial drafting and tracing, advertising design, commercial art, or teaching, dependent upon the nature of the elected program. An appreciation of art is developed through progressive courses in art history which includes studies of materials, techniques, and methods used by master craftsmen. Paralleling these academic studies, courses in applied art provide adequate training for employment in engineering drafting rooms or commercial art studios.

Business — The value of a liberal arts preparation for a business career is clearly shown by the fact that a very large proportion of all graduates of liberal arts colleges enter business. Within recent years there has arisen an increasing demand for liberal arts graduates by the largest and most progressive corporations in the country. For their training programs in manufacturing, merchandising, selling and other fields many companies are seeking adaptable young men and women with the breadth of background of a liberal arts education.

Students planning either to go to a graduate school of business administration or to enter business directly upon graduation should major in economics and should elect courses in English, government, and psychology. A limited number of specialized courses in the College of Business Administration such as advertising, business law, finance, industrial management, insurance, investments, marketing, and merchandising may be taken by students who have had the necessary prerequisites.

Biological Sciences — Students who major in biology can arrange programs which will lay the foundation for the following careers: teaching, dentistry, medicine (see premedical curriculum), veterinary medicine, public health, sanitation and laboratory methods; research in biology with universities, private

research institutions, and governmental agencies under state and federal control; agriculture; and professional work in zoology and its applied fields such as fisheries, animal husbandry, and biology survey. Graduate study is essential for most of these careers.

Chemistry — The subject matter of the chemistry curriculum is composed of four broad fields: inorganic chemistry, analytical chemistry, organic chemistry, and physical chemistry. Chemists are employed in research, development, production, sales, market research, purchasing, and teaching. Women chemists find openings in some of these fields as well as in medical research and as technical librarians. Students who choose a chemistry major at Northeastern, a program accredited by the American Chemical Society, will be prepared to enter these fields upon graduation.

The same program provides a thorough foundation for those who wish to continue in graduate studies for a higher degree.

Dentistry — The minimum requirement for admission to dental schools is two years of preliminary study in an approved college. Since the requirements of individual dental schools vary, students should familiarize themselves with the specific requirements of the schools in which they are interested. For most dental schools a candidate for admission must offer at least one year of work in English, physics, and biology, and one and one-half years of work in chemistry, including organic chemistry.

Predental students at Northeastern will be able to meet these requirements by taking the two-year predental program. A third year may be taken by those students who desire to obtain a broader educational background, and who wish to qualify for the B.S. degree under the Combined Program described on page 61.

Government Service — Government service is a very comprehensive term since the numerous activities of modern government require all types of trained workers. For more and more of these positions a college education is essential as shown by the fact that only college graduates are eligible to take many civil service examinations in such fields as biology, business analysis, economics, editing, fiscal analysis, mathematics, physics, psychology, social work, sociology, and statistics.

The distinctive governmental career field is that of public administration since the need for college trained personnel in administrative governmental posts of all types, political or nonpolitical, is being increasingly recognized. While graduate training is desirable, an undergraduate program with a major in history-government and a minor in economics will provide the necessary foundation for a career in government service at home or abroad.

For career opportunities in the United States Army see p. 120.

Journalism — Many of the nation's leading editors now advise students preparing for a career in journalism to obtain a broad liberal arts education rather than to concentrate on specific training in the routines of journalism in their undergraduate programs. It should be observed that opportunities in journalism today are not restricted to the urban or rural newspaper fields. Publishing houses, trade journals, house organs, advertising departments and agencies, radio and television studios, and the various types of public relations work need college graduates with the same basic training.

Students who desire to enter journalism should choose the English-journalism major with a minor in economics, history, or government. They may elect courses in advertising in the College of Business Administration.

Law — Approved law schools now require at least three years of acceptable college work for admission. Since admission requirements of law schools vary, all prelegal students should ascertain the specific requirements of the law school of their choice.

The prelegal curriculum listed on page 72 will prepare a student for admission to any law school requiring three years of college work. Under the combined program described on page 61 it is possible for most students to obtain both the A.B. and LL.B. degrees in six years.

Library Work — Professional training for library work now demands at least one year of graduate study in a library school following a broad undergraduate foundation in liberal arts. While a major in English is usually advised, many opportunities are available for those who have concentrated in other fields.

Mathematics — A recent bulletin of the United States Department of Labor lists the following occupational titles in fields other than teaching for those who have majored in mathematics: Actuarial statistician, actuary, computer, mathematical aide, mathematical assistant, mathematician, statistical clerk, and statistician. Opportunities for such positions are to be found in government service, insurance companies, and industry. For some types of mathematical work graduate study is necessary.

Medical Technology — To be eligible to take the examination for certification as a Medical Technologist by the Registry of Medical Technologists of the American Society of Clinical Pathologists a candidate must have completed a two-year college program including specified work in biology and chemistry prior to taking technical training in medical technology for at least twelve consecutive months in a school of medical technology approved by the Council on Medical Education and Hospitals of the American Medical Association.

The two-year program on page 74 has been approved by the Registry of Medical Technologists as meeting their requirements for basic college preparation although some hospital schools of medical technology require a third year of college preparation. Qualified candidates then enter a school of medical technology in an approved hospital and receive their technical training in biochemistry, hematology, bacteriology, parasitology, histology, serology, and other subjects. Upon the successful completion of this work the candidate is eligible to take the examination for certification as a Medical Technologist (M.T.) by the Registry of Medical Technologists, recognized as the authoritative qualifying body for this field.

Medicine — In order to be eligible for admission to a medical school according to the Committee on Education of the American Medical Association, a candidate must have attended an approved college and have included certain specific work in his program. The minimum course requirements include year courses in each of the following fields: English, inorganic chemistry, organic chemistry, physics, and a foreign language. Since some medical schools impose additional requirements, premedical students should obtain full information from the

medical school of their choice about the courses which must be offered for admission.

The premedical curriculum listed on page 73 will enable students to meet all the above standard requirements. The electives make it possible to obtain any particular additional courses required by some medical schools.

Students are cautioned that the successful completion of the required premedical program by no means ensures admission to a medical school. Since most medical schools have far more applicants than they can admit, standards of selection are most rigorous and take into consideration not only the quality of the applicant's academic record and instructor's recommendations but also his or her medical-aptitude test score and the results of a personal interview.

Premedical students should note the combined program described on page 62.

Ministry — Preparation for the ministry today requires a theological school training following graduation from an approved college of liberal arts. The American Association of Theological Schools states that the appropriate foundation for a minister's later professional studies lies in a broad and comprehensive college education and that the normal place for a minister's professional study is the theological school. Recommended fields of study include English, economics, education, government, history, foreign languages, one of the natural sciences, philosophy, psychology, and sociology.

While students who major in English, economics, psychology, or sociology will be able to arrange programs meeting the above recommendation, it is urged that preministerial students obtain counsel from the dean of the theological school of their choice since some schools have further specific requirements.

Modern Languages — A major in Modern Languages is available for those students who have obtained a strong foundation in one language (French, German or Spanish) in high school and begin a second one in the freshman year at college.

Besides secondary school teaching, there are other fields, such as certain branches of government service, international business relations, journalism, and library science, in which a knowledge of foreign languages is either required or desirable.

Physics — As a result of the rapid developments in physics in recent years, there are increasing opportunities in applied physics on the technical staffs and in the research laboratories of the electrical, electronics, radio, optical industries, and in many governmental research agencies for the liberal arts graduate who has majored in physics. Graduate study is necessary for those who plan on research in pure physics.

Psychology — There is an increasing demand for persons trained in psychology in a wide range of occupational fields. In the field of education the demand is expanding for school psychologists at the grade school level and for guidance workers and vocational counselors at the junior and senior high school level.

In the field of business and industry increasing numbers of psychologists are being employed in marketing research, in advertising, and in personnel departments. In state and federal governmental agencies clinical psychologists are employed in hospitals for the mentally ill, in child guidance clinics, in employment

offices, and as research workers on problems relating to cultural relations with other countries, to propaganda, and to education.

A large number of these positions require that the applicant have at least one year of graduate work and not a few require that he or she have a Ph.D. degree.

Secretarial Work — Today there are excellent opportunities for college graduates, regardless of their majors, who can qualify for secretarial positions. A sequence of elective courses in secretarial studies is open to all students in the College of Liberal Arts who wish to prepare themselves for this avenue to advancement.

Sociology — Sociology majors find their undergraduate training of value, and are increasingly in demand in such important and interesting fields of work as college teaching, social work, social research projects, personnel work in business and industry, and government positions in a wide range of areas.

For those desiring to do further work in the first three fields, graduate training for at least one or two years is almost always required. For other fields of work, however, little or no graduate training is necessary.

Statistical Work — The growing emphasis upon statistics in business, education, social service, and government has opened a new career field for the student who majors in mathematics and obtains preparation in statistics. Similar training is necessary for students who wish to enter the actuarial field.

Teaching (Secondary School) — While a major in education is not offered in the College of Liberal Arts, a minor in this field is available, from courses offered by the College of Education, which meets the requirements of the Department of Education of the Commonwealth of Massachusetts for teachers in secondary schools. Students from other states should familiarize themselves with the requirements of their own state, as these requirements are constantly being increased.

Most small secondary schools, in which the graduate must begin, expect teachers to be able to teach at least two, and often three, subjects. Consequently programs should provide for the common combinations of related subjects. A major should be selected from the following fields: biology, chemistry, English, history-government, modern languages, or mathematics-physics.

Students who desire to become teacher-coaches may minor in physical education, provided they elect the required courses in education.

Teaching (College) — Students who plan to enter the college teaching profession will find that each of the major programs affords an excellent preparation for graduate study in the leading universities of the country. Since graduate schools usually require a reading knowledge of French or German, frequently both, students should elect adequate work in these languages. Seminar and research courses are strongly recommended for their training in research techniques.

Admission Requirements

Applicants for admission to the freshman class must qualify by graduation from an approved course of study in an accredited secondary school, including prescribed subjects listed on page 27.

Requirements for Graduation

Degrees

The College of Liberal Arts awards the Bachelor of Arts degree to qualified candidates who have majored in economics, English, English-journalism, history and government, modern languages, psychology, or sociology.

The Bachelor of Science degree is awarded to qualified candidates who have majored in biology, chemistry, mathematics, physics, or have taken the pre-medical curriculum.

Quantity Requirements

Candidates for a degree must have completed one of the curricula listed on pages 63-76. Each curriculum normally provides for not less than 208 credit hours of work, including at least 48 credit hours of advanced work in a major field, and at least 24 credit hours of prescribed or elective upperclass courses in a minor field.

All candidates for a degree must have satisfactorily completed in college one year of a modern foreign language above the elementary level.

Students who undertake co-operative work assignments must meet the requirements of the Department of Co-operative Work before they become eligible for their degrees.

No student transferring from another college or university is eligible to receive a degree until at least one year of academic work immediately preceding graduation has been completed at Northeastern.

Quality Requirements

For the 208 or more credit hours required for a degree, a quality point average of 1.600 must be obtained.

Graduation with Honor

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Graduate Study

Graduate work in biology, chemistry, physics, and psychology is offered to properly qualified students desiring to undertake advanced study leading to the degree of Master of Science for the first three fields and to the degree of Master of Arts for the field of psychology. Candidates for admission to this program must be high ranking students who have completed, or will have completed prior to admission to the graduate program, the requirements for the Bachelor's degree with a major in the appropriate field at an institution of recognized standing. At the present time the program is limited to teaching fellows at Northeastern University who are required to devote half time to instruction at the undergraduate level or to research. The requirements for the Master's degree should be completed in two years.

Requirements for the Master of Science or Master of Arts Degree

Candidates for these degrees must have completed satisfactorily 48 credit hours of study beyond that required for the Bachelor's degree. Graduate students permitted to register for advanced undergraduate courses must obtain a grade of B or better to obtain credit.

The thesis subject must be approved by the head of the department concerned. These must be completed in the major field of study at least four weeks in advance of the date on which the degree is to be awarded. After the thesis has been completed, a written or oral comprehensive examination may be required at the discretion of the department concerned. In certain instances, exceptions to the normal thesis requirement may be granted by the Committee on Graduate Study in the College of Liberal Arts upon recommendation of the department concerned.

Individual programs of study must have the approval of the Director of Graduate Study, who also acts as a registration officer for graduate students.

Candidates in biology, chemistry, and psychology must complete at least 32 credit hours of work in graduate courses, these credits including formal course work and a thesis. Sixteen credit hours may be earned in a graduate seminar, advanced undergraduate courses approved by the head of the department concerned, or a combination of both.

Candidates in physics must complete at least 34 credit hours of work in graduate courses including formal course work and a thesis. Fourteen credit hours will be earned by taking one course during each of the four regular semesters of the two-year period of residence in the Evening Program of the Graduate Division of the College of Engineering.

Evening curricula leading to the degrees of Master of Science in Chemistry and in Mathematics-Physics are also available.

Curricular Requirements

The following fields of study are approved as major fields in the College of Liberal Arts: biology, chemistry, economics, English, English-journalism, history and government, mathematics, modern languages, physics, premedical, psychology, and sociology. In addition, two-year programs are approved for pre-dental, prelegal, and premedical technology students.

Students may elect their minor fields after consultation with their faculty advisers. In addition to the major fields listed above, the following subjects are available as minors: art, education, French, German, philosophy, physical education, and Spanish.

The required courses in each curriculum are indicated on the following pages. Upon petition to the faculty, substitutions may be permitted in exceptional cases when required by the specific vocational objective of the student.

During the last year students in all curricula are required to take 50-10 Placement Techniques designed to prepare them for placement in specific positions in their chosen vocational field. Under expert guidance each student prepares a complete personnel record, studies himself or herself and the opportunities that are open, and works out a complete campaign for obtaining after-graduation employment. Qualified students planning to go to graduate school may be excused upon petition to the faculty.

Combined Program with Professional Schools

Students entering after September 1, 1953, who have completed before entering an approved professional school of dentistry, law, or medicine at least three-quarters of the work required for the baccalaureate degree at Northeastern University of which at least two-thirds have been earned in residence here and who have fulfilled all other graduation requirements will be granted the bachelor of arts or the bachelor of science degree upon receipt of the professional degree. The residence requirement at Northeastern University must have been completed immediately prior to entrance into the professional school. Under this plan pre-professional students may reduce by one year the time ordinarily required for obtaining both degrees.

Four-Year Plan

Except for Pre-professional Programs, all curricula in the College of Liberal Arts are normally organized on the five-year Co-operative Plan which is the distinctive feature of Northeastern University.

However, in all majors except chemistry and physics, qualified students may be excused from the Co-operative Plan by the Dean and may complete the requirements for the degree in four years.

Curriculum in Biology

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
01	English	3 3	30-02	English	3 3	30-03	English	3 3
01	Gen. Chem.	3 (3) 4	11-02	Gen. Chem.	3 (3) 4	11-03	Gen. Chem.	3 (3) 4
21	Basic Math.	3 3	14-22	Basic Math.	3 3	14-23	Basic Math.	3 3
01	Gen. Biol.	2 (3) 3	10-02	Gen. Biol.	2 (3) 3	10-03	Gen. Biol.	2 (3) 3
	Mod. Lang.			Mod. Lang.			Mod. Lang.	
	Elective	3 3		Elective	3 3		Elective	3 3
10	Phys. Ed.	0 (2) 0	16-11	Phys. Ed.	0 (2) 0	16-12	Phys. Ed.	0 (2) 0
		14 (8) 16			14 (8) 16			14 (8) 16

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
04	Gen. Biol.	3 (3) 2	10-55	Comp. Anat.	3 (3) 4	10-56	Comp. Anat.	3 (3) 4
04	Gen. Chem.	3 (3) 2	11-17	Quant. Anal.	3 (3) 4	11-18	Quant. Anal.	2 (3) 3
11	Gen. Phys.	6 3	15-12	Gen. Phys.	3 (3) 9 5	15-13	Gen. Phys.	3 (3) 9 5
	Mod. Lang.			Mod. Lang.			Mod. Lang.	
	Elective	3 1½		Elective	4 4		Elective	4 4
		15 (6) 8½			13 (9) 17			12 (9) 16

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
	Elective	8 4	10-40	Physiology	3 (3) 4	10-41	Physiology	3 (3) 4
	Elective	8 4	11-26	Org. Chem.	3 (3) 4	11-27	Org. Chem.	3 (3) 4
				Elective	4 4		Elective	4 4
				Elective	4 4		Elective	4 4
		16 8			14 (6) 16			14 (6) 16

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
	Elective	8 4	10-61	Embryology	3 (3) 4	10-62	Embryology	3 (3) 4
	Elective	8 4	10-59	An. Histol.	3 (3) 4	10-60	An. Histol.	3 (3) 4
			11-28	Org. Chem.	3 (6) 5	11-45	Biol. Chem.	4 4
				Elective	4 4		Elective	4 4
		16 8			13(12) 17			13 (9) 16

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
	Elective	8 4	50-10	Place. Tech.	2 1 1	10-21	Gen. Bact.	3 (3) 4
	Elective	8 4	10-20	Gen. Bact.	3 (3) 4		Biol. Elect.	4 4
				Biol. Elect.	4 4		Elective	4 4
				Elective	4 4		Elective	4 4
				Elective	4 4			
		16 8			16 (6) 17			15 (3) 16

Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

Curriculum in Chemistry

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
30-01	English	3	6 3	30-02	English	3	3	30-03	English	3	
11-01	Gen. Chem.	3 (3)	6 4	11-02	Gen. Chem.	3 (3)	4	11-03	Gen. Chem.	3 (3)	
14-01	Coll. Alg.	5	7 4	14-02	Trig.	5	7 4	14-03	Anal. Geom.	5	
15-01	Physics	3	6 3	15-02	Physics	3	3	15-03	Physics	3	
32-01	El. German	3	6 3	32-02	El. German	3	3	32-03	El. German	3	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
			17 (5)	17 (5)				17 (5)			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
11-04	Gen. Chem.	3 (3)	2	11-10	Quant. Anal.	2 (3)	3	11-09	Inorg. Chem.	2 (3)	
14-04	Int. to Calc.	5	2½	11-11	Qual. Anal.	2 (3)	3 2½	11-12	Quant. Anal.	2 (3)	
15-04	Physics	5	2½	14-05	Diff. Calc.	4	4	14-06	Int. Calc.	4	
32-04	El. German	3	1½	15-05	Physics	4 (3)	5	15-06	Physics	3 (3)	
			16 (3)	8½	32-15	Inter. Ger.	4	32-16	Inter. Ger.	4	
				16 (9)	18½				15 (9)		

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
Elective	8	4		11-14	Quant. Anal.	3 (6)	5	11-30	Phys. Chem.	4 (3)	
Elective	8	4		14-07	Diff. Eq.	4	4	11-15	Inst. Anal.	2 (6)	
				20-11	Economics	3	3	20-12	Economics	3	
				Elective	4	4		Elective	4		
			16	8				14 (6)	16		
										13 (9)	

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
Elective	8	4		11-20	Org. Chem.	3 (6)	5	11-21	Org. Chem.	3 (6)	
Elective	8	4		11-31	Phys. Chem.	4 (4)	7 5	11-32	Phys. Chem.	4 (4)	7
				15-14	Adv. Phys.	2 (2)	5 3	15-15	Adv. Phys.	2 (2)	5
				24-07	Philosophy			24-08	Philosophy		
				or				or			
				25-07	Psychology	3	3	25-08	Psychology	3	
			16	8				12(12)	16		
										12(12)	

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
Elective	8	4		50-10	Place. Tech.	2	1 1	11-23	Qual. Org.		
Elective	8	4		11-22	Org. Chem.	3	3	Anal. Lab.	0 (9)		
				11-29	Ad. Or. Prep.	0 (6)	2	11-24	Ad. Org. Ch.	3	
				11-35	Ad. Phys. Ch.	3 (3)	4	11-36	Spec. Topics	3	
				11-41	Chem. Lit.	1	1	30-07	Eff. Spkg.	3	
				30-09	Rept. Writ.	3	3	Elective	4		
				Elective	4	4					
			16	8				16 (9)	18		
										13 (9)	

*Summer term — 5 weeks.

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Curriculum in Economics

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
01 English	3	3	30-02 English	3	3	30-03 English	3	3
01 West. Civ.	4	4	23-02 West. Civ.	4	4	23-03 West. Civ.	4	4
01 Am. Gov.	3	3	22-02 Am. Gov.	3	3	22-03 Am. Gov.	3	3
07 Surv. Sci.	3	3	15-08 Surv. Sci.	3	3	15-09 Surv. Sci.	3	3
Mod. Lang.			Mod. Lang.			Mod. Lang.		
Elective	3	3	Elective	3	3	Elective	3	3
0 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0
	16 (2)	16		16 (2)	16		16 (2)	16

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
0 Surv. Sci.	4	2	20-06 Ec. Prin. & Prob.	4	4	20-07 Ec. Prin. & Prob.	4	4
4 West. Civ.	4	2	25-01 Int. Psych.	4	4	25-02 Gen. Psych.	4	4
Mod. Lang.			26-01 Prin. Soc.	4	4	26-02 Prin. Soc.	4	4
Elective	3	1½	Mod. Lang.			Mod. Lang.		
4 English	5	2½	Elective	4	4	Elective	4	4
	16	8		16	16		16	16

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
Elective	8	4	20-29 Inter. Econ.	4	4	20-30 Inter. Econ.	4	4
Elective	8	4	20-16 Acct. Prin.	3 (2)	7	20-17 Acct. Prin.	3 (2)	7
			Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	16	8		15 (2)	16		15 (2)	16

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Elective	8	4	20-20 Statistics	3 (2)	7	20-21 Statistics	3 (2)	7
Elective	8	4	20-18 Am.Ec.Hist.	4	4	20-26 Labor Econ.	4	4
			Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	16	8		15 (2)	16		15 (2)	16

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
Elective	8	4	50-10 Place. Tech.	2	1	20-25 Bus. Cycles	4	4
Elective	8	4	20-24 Mon. & Bk.	4	4	20-32 Ad.Ec.Theo.	4	4
			20-31 Ad.Ec.Theo.	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
			Elective	4	4			
	16	8		18	17		16	16

Summer term — 5 weeks.

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*Curriculum in English and English-Journalism***FIRST YEAR†**

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
23-01	West. Civ.	4	4	23-02	West. Civ.	4	4	23-03	West. Civ.	4	
22-01	Am. Gov.	3	3	22-02	Am. Gov.	3	3	22-03	Am. Gov.	3	
15-07	Surv. Sci.	3	3	15-08	Surv. Sci.	3	3	15-09	Surv. Sci.	3	
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	3		Elective	3	3		Elective	3	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
16 (2) 16				16 (2) 16				16 (2)			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
15-10	Surv. Sci.	4	2	20-06	Ec. Prin. & Prob.	4	4	20-07	Ec. Prin. & Prob.	4	
23-04	West. Civ.	4	2	23-17	Am. Hist.	4	4	23-18	Am. Hist.	4	
	Mod. Lang.			30-33	Engl. Lit.	4	4	30-34	Engl. Lit.	4	
	Elective	3	1½		Mod. Lang.				Mod. Lang.		
30-04	English	5	2½		Elective	4	4		Elective	4	
16 8				16 16				16			

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
Elective	8	4		30-21	Inter. Writ.	4	4	30-22	Inter. Writ.	4	
Elective	8	4		26-01	Prin. Soc. or	4	4	26-02	Prin. Soc. or	4	
				30-51	Int. Jour.	4	4	30-52	Int. Jour.	4	
					Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
16 8				16 16				16			

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
Elective	8	4		30-29	Found. Engl.			30-30	Found. Engl.		
Elective	8	4			Lang. or	4	4		Lang. or	4	
				30-53	Tech. of Jour.	4	4	30-54	Tech. of Jour.	4	
				30-35	Am. Lit.	4	4	30-36	Am. Lit.	4	
					Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
16 8				16 16				16			

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
Elective	8	4		50-10	Place. Tech.	2	1 1	30-44	19th Ct. Pr.	4	
Elective	8	4		30-43	19th Ct. Pr.	4	4	30-62	Shakespeare	4	
				30-61	Shakespeare	4	4		Elective	4	
					Elective	4	4		Elective	4	
					Elective	4	4				
16 8				18 17				16			

*Summer term — 5 weeks.

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Curriculum in History-Government

FIRST YEAR†											
TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
01	English	3	3	30-02	English	3	3	30-03	English	3	3
01	West. Civ.	4	4	23-02	West. Civ.	4	4	23-03	West. Civ.	4	4
01	Am. Gov.	3	3	22-02	Am. Gov.	3	3	22-03	Am. Gov.	3	3
07	Surv. Sci.	3	3	15-08	Surv. Sci.	3	3	15-09	Surv. Sci.	3	3
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	3		Elective	3	3		Elective	3	3
10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	0
		16 (2)	16			16 (2)	16			16 (2)	16
SECOND YEAR											
TERM 4*				TERM 5				TERM 6			
10	Surv. Sci.	4	2	20-06	Ec. Prin. & Prob.	4	4	20-07	Ec. Prin. & Prob.	4	4
04	West. Civ.	4	2	23-17	Am. Hist.	4	4	23-18	Am. Hist.	4	4
	Mod. Lang.			30-33	Engl. Lit.	4	4	30-34	Engl. Lit.	4	4
	Elective	3	1½		Mod. Lang.				Mod. Lang.		
04	English	5	2½		Elective	4	4		Elective	4	4
		16	8			16	16			16	16
THIRD YEAR											
TERM 7*				TERM 8				TERM 9			
	Elective	8	4	22-11	For. Gov.	4	4	22-12	For. Gov.	4	4
	Elective	8	4	23-11	Eur. Hist.	4	4	23-12	Eur. Hist.	4	4
					Elective	4	4		Elective	4	4
					Elective	4	4		Elective	4	4
		16	8			16	16			16	16
FOURTH YEAR											
TERM 10*				TERM 11				TERM 12			
	Elective	8	4	22-13	Pol. Theory	4	4	22-14	Pol. Theory	4	4
	Elective	8	4	23-13	Engl. Hist.	4	4	23-14	Engl. Hist.	4	4
					Elective	4	4		Elective	4	4
					Elective	4	4		Elective	4	4
		16	8			16	16			16	16
FIFTH YEAR											
TERM 13*				TERM 14				TERM 15			
	Elective	8	4	50-10	Place. Tech.	2	1 1	22-21	Pub. Adm.	4	4
	Elective	8	4	22-20	Pub. Adm.	4	4	23-20	Lt. Am. His.	4	4
				23-19	Lt. Am. His.	4	4		Elective	4	4
					Elective	4	4		Elective	4	4
					Elective	4	4				
		16	8			18	17			16	16

† Summer term — 5 weeks.

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Curriculum in Mathematics

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
11-01	Gen. Chem.	3 (3)	4	11-02	Gen. Chem.	3 (3)	4	11-03	Gen. Chem.	3 (3)	
14-01	Coll. Alg.	5	7 4	14-02	Trig.	5	7 4	14-03	Anal. Geom.	5	
15-01	Physics	3	3	15-02	Physics	3	3	15-03	Physics	3	
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	3		Elective.	3	3		Elective	3	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
		17 (5)	17			17 (5)	17			17 (5)	

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
11-04	Gen. Chem.	3 (3)	2	30-33	Engl. Lit.	4	4	30-34	Engl. Lit.	4	
14-04	Int. to Calc.	5	2½	14-05	Diff. Calc.	4	4	14-06	Int. Calc.	4	
15-04	Physics	5	2½	15-05	Physics	4 (3)	5	15-06	Physics	3 (3)	
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	1½		Elective	4	4		Elective	4	
		16 (3)	8½			16 (3)	17			15 (3)	

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
Elective	8	4		14-07	Diff. Eq. I	4	4	14-08	Diff. Eq. II	4	
Elective	8	4			Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
	16	8			16	16			16		

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
Elective	8	4		14-15	Adv. Calc.	4	4	14-16	Adv. Calc.	4	
Elective	8	4		14-09	Anal.			14-10	Anal.		
					Mech. I	4	4		Mech. II	4	
					Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
	16	8			16	16			16		

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
Elective	8	4		50-10	Place. Tech.	2	1 1	14-18	Theo. Eq.	4	
Elective	8	4		14-17	Inf. Series	4	4	14-29	Math. of Stat.	4	
				14-28	Prob. & Stat.	4	4		Elective	4	
					Elective	4	4		Elective	4	
					Elective	4	4				
	16	8			18	17			16		

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Curriculum in Modern Languages

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
01 English	3	3	30-02 English	3	3	30-03 English	3	3
01 West. Civ.	4	4	23-02 West. Civ.	4	4	23-03 West. Civ.	4	4
01 Am. Gov.	3	3	22-02 Am. Gov.	3	3	22-03 Am. Gov.	3	3
07 Surv. Sci.	3	3	15-08 Surv. Sci.	3	3	15-09 Surv. Sci.	3	3
Mod. Lang.			Mod. Lang.			Mod. Lang.		
Elective	3	3	Elective	3	3	Elective	3	3
10 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0
	16 (2)	16		16 (2)	16		16 (2)	16

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
10 Surv. Sci.	4	2	20-06 Ec. Prin. & Prob.	4	4	20-07 Ec. Prin. & Prob.	4	4
04 West. Civ.	4	2	23-17 Am. Hist.	4	4	23-18 Am. Hist.	4	4
Mod. Lang.			30-33 Engl. Lit.	4	4	30-34 Engl. Lit.	4	4
Elective	3	1½	Mod. Lang.			Mod. Lang.		
04 English	5	2½	Elective	4	4	Elective	4	4
	16	8		16	16		16	16

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
Elective	8	4	31-21 Fr. Lit.	4	4	31-22 Fr. Lit.	4	4
Elective	8	4	32-21 Ger. Lit. or	4	4	32-22 Ger. Lit. or	4	4
			33-21 Span. Lit.	4	4	33-22 Span. Lit.	4	4
			31-17 Fr. Conv.	2	2	31-18 Fr. Conv.	2	2
			Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	16	8		18	18		18	18

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Elective	8	4	31-23 Fr. Class.	4	4	31-24 Fr. Class.	4	4
Elective	8	4	32-23 Ger. Lit. or	4	4	32-24 Ger. Lit. or	4	4
			33-23 Span. Lit.	4	4	33-24 Span. Lit.	4	4
			32-17 Ger. Conv. or	2	2	32-18 Ger. Conv. or	2	2
			33-17 Span. Conv.	2	2	33-18 Span. Conv.	2	2
			Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	16	8		18	18		18	18

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
Elective	8	4	50-10 Place. Tech.	2	1 1	31-26 Fr. Rom.	4	4
Elective	8	4	31-25 Fr. Rom.	4	4	32-26 Ger. Lit. or	4	4
			32-25 Ger. Lit. or	4	4	33-26 Span. Lit.	4	4
			33-25 Span. Lit.	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
			Elective	4	4			
	16	8		18	17		16	16

Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

Curriculum in Physics

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
11-01	Gen. Chem.	3 (3)	4	11-02	Gen. Chem.	3 (3)	4	11-03	Gen. Chem.	3 (3)	
14-01	Coll. Alg.	5	7	14-02	Trig.	5	7	14-03	Anal. Geom.	5	
15-01	Physics	3	3	15-02	Physics	3	3	15-03	Physics	3	
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	3		Elective	3	3		Elective	3	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
		17 (5)	17			17 (5)	17			17 (5)	

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
11-04	Gen. Chem.	3 (3)	2	30-33	Eng. Lit.	4	4	30-34	Eng. Lit.	4	
14-04	Int. to Calc.	5	2½	14-05	Diff. Calc.	4	4	14-06	Int. Calc.	4	
15-04	Physics	5	2½	15-05	Physics	4 (3)	5	15-06	Physics	3 (3)	
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	1½		Elective	4	4		Elective	4	
		16 (3)	8½			16 (3)	17			15 (3)	

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
	Elective	8	4	15-16	Elect. & Mag.	3	3	15-24	Electronics	3 (2)	7
	Elective	8	4	15-20	Optics	3 (3)	4	15-21	Optics	3 (3)	
				14-07	Diff. Eq. I	4	4	14-08	Diff. Eq. II	4	
					Elective	4	4		Elective	4	
		16	8			14 (3)	15			14 (5)	

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
	Elective	8	4	15-26	Mod. Physics	4	4	15-27	Mod. Physics	4	
	Elective	8	4	15-25	Electronics	3 (2)	7	15-28	El. Instr.	2 (4)	6
				14-15	Adv. Calc.	4	4	14-16	Adv. Calc.	4	
					Elective	4	4		Elective	4	
		16	8			15 (2)	16			14 (4)	

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
	Elective	8	4	50-10	Place. Tech.	2	1	15-32	Nucl. Physics	3	
	Elective	8	4	15-31	Nucl. Physics	3	3	14-18	Theo. Eq.	4	
				14-17	Inf. Series	4	4		Elective	4	
					Elective	4	4		Elective	4	
					Elective	4	4				
		16	8			17	16			15	

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted substitute advanced ROTC courses for certain upperclass academic work as approved by Dean up to a maximum of 12 credits.

Two-Year Predental Curriculum

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
01	English	3	3	30-02	English	3	3	30-03	English	3	3
01	Gen. Chem.	3 (3)	4	11-02	Gen. Chem.	3 (3)	4	11-03	Gen. Chem.	3 (3)	4
21	Basic Math.	3	3	14-22	Basic Math.	3	3	14-23	Basic Math.	3	3
01	Gen. Biol.	2 (3)	3	10-02	Gen. Biol.	2 (3)	3	10-03	Gen. Biol.	2 (3)	3
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	3		Elective	3	3		Elective	3	3
10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	0
		14 (8)	16			14 (8)	16			14 (8)	16

COND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
04	Gen. Biol.	3 (3)	2	10-55	Comp. Anat.	3 (3)	4	10-56	Comp. Anat.	3 (3)	4
04	Gen. Chem.	3 (3)	2	25-01	Int. Psych.	4	4	11-27	Org. Chem.	3 (3)	4
11	Gen. Phys.	6	3	15-12	Gen. Phys.	3 (3)	9 5	15-13	Gen. Phys.	3 (3)	9 5
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	1½		Elective	4	4		Elective	4	4
		15 (6)	8½			14 (6)	17			13 (9)	17

TERM 5-A

10-40	Physiology	3 (3)	4
11-26	Org. Chem.	3 (3)	4
	Engl. Elect.	4	4
	Elective	4	4
		14 (6)	16

†: Predental students who wish to continue for a degree may be excused from the Co-operative Plan and may complete requirements for a degree in four years, or may take a third year to qualify for a degree under the Combined Program described on page 59.

Summer term — 5 weeks.

physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

Prelegal Curriculum

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
23-01	West. Civ.	4	4	23-02	West. Civ.	4	4	23-03	West. Civ.	4	
22-01	Am. Gov.	3	3	22-02	Am. Gov.	3	3	22-03	Am. Gov.	3	
15-07	Surv. Sci.	3	3	15-08	Surv. Sci.	3	3	15-09	Surv. Sci.	3	
	Mod. Lang. Elective	3	3		Mod. Lang. Elective	3	3		Mod. Lang. Elective	3	
16-10	Phys. Ed.	0	(2)	16-11	Phys. Ed.	0	(2)	16-12	Phys. Ed.	0	(2)
		16	(2)			16	(2)			16	(2)

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
15-10	Surv. Sci.	4	2	20-06	Ec. Prin. & Prob.	4	4	20-07	Ec. Prin. & Prob.	4	
23-04	West. Civ.	4	2	23-17	Am. Hist.	4	4	23-18	Am. Hist.	4	
	Mod. Lang. Elective	3	1½	30-33	Engl. Lit.	4	4	30-34	Engl. Lit.	4	
30-04	English	5	2½		Mod. Lang. Elective	4	4		Mod. Lang. Elective	4	
		16	8			16	16			16	

TERM 5-A

25-01	Intro. Psych.	4	4
26-01	Prin. Soc.	4	4
	Elective	4	4
	Elective	4	4
		16	16

THIRD YEAR

TERM 8				TERM 8-A				TERM 9			
22-11	For. Gov.	4	4	Gov. Elect.	4	4		22-12	For. Gov.	4	
23-13	Engl. Hist.	4	4	Hist. Elect.	4	4		23-14	Engl. Hist.	4	
30-05	Pub. Speak.	4	4	Elective	4	4		30-06	Pub. Speak.	4	
	Elective	4	4	Elective	4	4			Elective	4	
		16	16		20	20				16	

NOTE: Prelegal students who have completed the above program may qualify for the A.B. deg under the combined program described on page 61 or by continuing for a fourth year as History-Government major.

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted substitute advanced ROTC courses for certain upperclass academic work as approved by Dean up to a maximum of 12 credits.

Premedical Curriculum

FIRST YEAR†

TERM 1			TERM 2			TERM 3				
Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
01 English	3	3	30-02 English	3	3	3	30-03 English	3	3	3
01 Gen. Chem.	3 (3)	4	11-02 Gen. Chem.	3 (3)	4	4	11-03 Gen. Chem.	3 (3)	4	4
21 Basic Math.	3	3	14-22 Basic Math.	3	3	3	14-23 Basic Math.	3	3	3
01 Gen. Biol.	2 (3)	3	10-02 Gen. Biol.	2 (3)	3	3	10-03 Gen. Biol.	2 (3)	3	3
Mod. Lang.			Mod. Lang.				Mod. Lang.			
Elective	3	3	Elective	3	3	3	Elective	3	3	3
10 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	0	16-12 Phys. Ed.	0 (2)	0	0
	14 (8)	16		14 (8)	16			14 (8)	16	

SECOND YEAR

TERM 4*			TERM 5			TERM 6			
04 Gen. Biol.	3 (3)	2	10-55 Comp. Anat.	3 (3)	4	10-56 Comp. Anat.	3 (3)	4	
04 Gen. Chem.	3 (3)	2	11-17 Quant. Anal.	3 (3)	4	11-18 Quant. Anal.	2 (3)	3	
11 Gen. Phys.	6	3	15-12 Gen. Phys.	3 (3)	9 5	15-13 Gen. Phys.	3 (3)	9 5	
Mod. Lang.			Mod. Lang.			Mod. Lang.			
Elective	3	1½	Elective	4	4	Elective	4	4	
	15	(6)	8½	13	(9)	17	12	(9)	16

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
Elective	8	4	10-40 Physiology	3 (3)	4	10-41 Physiology	3 (3)	4
Elective	8	4	11-26 Org. Chem.	3 (3)	4	11-27 Org. Chem.	3 (3)	4
			Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	16	8		14 (6)	16		14 (6)	16

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Elective	8	4	10-61 Embryology	3 (3)	4	10-62 Embryology	3 (3)	4
Elective	8	4	11-28 Org. Chem.	3 (6)	5	Elective	4	4
			Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	16	8		14 (9)	17		15 (3)	16

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
Elective	8	4	10-65 Genetics	3 (2)	4	10-71 Hist. of Biol.	4	4
Elective	8	4	Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	16	8		15 (2)	16		16	16

†: Premedical students may be excused from the Co-operative Plan and may complete this program in four years, or after three years may take advantage of the Combined Program described on page 61.

Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 18 credits.

*Two-Year Premedical Technology Curriculum***FIRST YEAR†**

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
11-01	Gen. Chem.	3 (3)	4	11-02	Gen. Chem.	3 (3)	4	11-03	Gen. Chem.	3 (3)	
14-21	Basic Math.	3	3	14-22	Basic Math.	3	3	14-23	Basic Math.	3	
10-01	Gen. Biol.	2 (3)	3	10-02	Gen. Biol.	2 (3)	3	10-03	Gen. Biol.	2 (3)	
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	3		Elective	3	3		Elective	3	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
		14 (8)	16			14 (8)	16			14 (8)	

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.
10-04	Gen. Biol.	3 (3)	2	10-55	Comp. Anat.	3 (3)	4	10-56	Comp. Anat.	3 (3)	
11-04	Gen. Chem.	3 (3)	2	11-17	Quant. Anal.	3 (3)	4	11-18	Quant. Anal.	2 (3)	
15-11	Gen. Phys.	6	3	15-12	Gen. Phys.	3 (3)	9 5	15-13	Gen. Phys.	3 (3)	9 5
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	1½		Elective	4	4		Elective	4	
		15 (6)	8½			13 (9)	17			12 (9)	5

TERM 5-A

10-40	Physiology	3 (3)	4
11-26	Org. Chem.	3 (3)	4
	Elective	4	4
	Elective	4	4
		14 (6)	16

NOTE: Premedical Technology students who wish to continue for a degree may be excused from the Co-operative Plan and may complete requirements for a degree in four years.

Students who enter an approved hospital school of medical technology after the above program and satisfactorily complete the year course will be allowed 40 credit hours of work toward a B.S. degree upon their return to Northeastern. They will be able to qualify for the degree after a full-time year of four ten-week terms, or after two years on the Co-operative Plan.

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

Curriculum in Psychology

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
01	English	3 3	30-02	English	3 3	30-03	English	3 3
01	West. Civ.	4 4	23-02	West. Civ.	4 4	23-03	West. Civ.	4 4
21	Basic Math.	3 3	14-22	Basic Math.	3 3	14-23	Basic Math.	3 3
01	Gen. Biol.	2 (3) 3	10-02	Gen. Biol.	2 (3) 3	10-03	Gen. Biol.	2 (3) 3
	Mod. Lang.			Mod. Lang.			Mod. Lang.	
	Elective	3 3		Elective	3 3		Elective	3 3
10	Phys. Ed.	0 (2) 0	16-11	Phys. Ed.	0 (2) 0	16-12	Phys. Ed.	0 (2) 0
		15 (5) 16			15 (5) 16			15 (5) 16

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
04	Gen. Biol.	3 (3) 2	20-06	Ec. Prin. & Prob.	4 4	20-07	Ec. Prin. & Prob.	4 4
04	West. Civ.	4 2	25-01	Int. Psych.	4 4	25-02	Gen. Psych.	4 4
	Mod. Lang.		26-01	Prin. Soc.	4 4	26-02	Prin. Soc.	4 4
	Elective	3 1½		Mod. Lang.			Mod. Lang.	
04	English	5 2½		Elective	4 4		Elective	4 4
		15 (3) 8			16 16			16 16

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
	Elective	8 4	25-09	Statistics	4 4	25-17	Measure. I	4 4
	Elective	8 4	25-12	Exp. Psych.	3 (3) 4	25-13	Exp. Psych.	3 (3) 4
				Elective	4 4		Elective	4 4
				Elective	4 4		Elective	4 4
		16 8			15 (3) 16			15 (3) 16

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
	Elective	8 4	25-20	Measure. III	4 4	25-14	Exp. Psych.	3 (3) 4
	Elective	8 4	25-34	Child Psych.	4 4	25-37	Child Psych.	4 4
			25-71	Seminar	2 1 1	25-72	Seminar	2 1 1
				Elective	4 4		Elective	4 4
				Elective	4 4		Elective	4 4
		16 8			18 17			17 (3) 17

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.	No.	Course	Cl. Pr.Cr.
	Elective	8 4	50-10	Place. Tech.	2 1 1	25-32	Ab. Psych.	4 4
	Elective	8 4	25-31	Ab. Psych.	4 4	25-42	Adv. Psych.	4 4
			25-41	Adv. Psych.	4 4	25-74	Seminar	2 1 1
			25-73	Seminar	2 1 1		Elective	4 4
				Elective	4 4		Elective	4 4
		16 8			20 18			18 17

† Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

*Curriculum in Sociology***FIRST YEAR†**

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
23-01	West. Civ.	4	4	23-02	West. Civ.	4	4	23-03	West. Civ.	4	
22-01	Am. Gov.	3	3	22-02	Am. Gov.	3	3	22-03	Am. Gov.	3	
15-07	Surv. Sci.	3	3	15-08	Surv. Sci.	3	3	15-09	Surv. Sci.	3	
	Mod. Lang.				Mod. Lang.				Mod. Lang.		
	Elective	3	3		Elective	3	3		Elective	3	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
		16 (2)	16			16 (2)	16			16 (2)	

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
15-10	Surv. Sci.	4	2	20-06	Ec. Prin. & Prob.	4	4	20-07	Ec. Prin. & Prob.	4	
23-04	West. Civ.	4	2	25-01	Int. Psych.	4	4	25-02	Gen. Psych.	4	
	Mod. Lang.			26-01	Prin. Soc.	4	4	26-02	Prin. Soc.	4	
	Elective	3	1½		Mod. Lang.				Mod. Lang.		
30-04	English	5	2½		Elective	4	4		Elective	4	
		16	8			16	16			16	

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
	Elective	8	4	26-09	Am. Culture	4	4	26-10	Am. Gr. Rel.	4	
	Elective	8	4		Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
		16	8			16	16			16	

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
	Elective	8	4	26-11	Soc. Prob.	4	4	26-12	Ind. & Soc.	4	
	Elective	8	4	26-16	Criminology	4	4	26-17	Urban Soc.	4	
					Elective	4	4		Elective	4	
					Elective	4	4		Elective	4	
		16	8			16	16			16	

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
	Elective	8	4	50-10	Place. Tech.	2	1 1	26-20	Soc. Theory	4	
	Elective	8	4	26-18	Race & Cult.	4	4	26-22	Prin. Soc. Wk.	4	
				26-19	Soc. Theory	4	4		Elective	4	
					Elective	4	4		Elective	4	
					Elective	4	4				
		16	8			17	17			16	

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

NORTHEASTERN UNIVERSITY

THE
COLLEGE
OF EDUCATION

Courses of Study

1957-1958



(COEDUCATIONAL)

BOSTON 15, MASSACHUSETTS

January, 1957

THE COLLEGE OF EDUCATION

General Objectives

THE WIDESPREAD ANXIETY, insecurity and confusion present in the world suggest a need for teachers who can guide students (1) in making sense in apparent chaos, (2) in defining and attacking urgent problems appropriate to their level of development, and (3) in mastering a variety of skills and insights for purposes of effective adjustment with their total environment. Teachers today must know more about more things than ever before. In addition, they must be able to utilize such knowledge so that understanding grows into the nervous systems of students. Appropriate value judgments will then become an integrating aspect of living.

In order to achieve this, teachers in our elementary and secondary schools must be excellent examples of free men functioning in a free society, must be intelligent, emotionally controlled and flexible, healthy and creative. Teachers should like people without being emotionally dependent upon them. They must be convinced of the power of education and a teacher's value to society.

To prepare such teachers, Northeastern University will require (1) that a considerable portion of the student's time be devoted to a broad general education, (2) that a student know thoroughly his major field of study and (3) that he have a series of vital professional experiences before being declared competent to teach. Consistent with sound learning, best judgment and the established policy of the University, the College of Education will attempt to correlate in these professional experiences practice and theory.

It is the purpose of the College to adapt its programs to meet the individual needs of the students whom it serves and thus to contribute in a significant way to the increase in numbers and effectiveness of the teachers who will be needed for the education of the constantly growing school population.

All information available suggests that there will be a continuing need for teachers in the elementary schools of the nation for many years. In addition, there are critical shortages of science and mathematics teachers. By 1960, due largely to the expanded enrollments in the high schools, teachers in nearly every field will be needed.

This catalog deals chiefly with the undergraduate curricula of the College which are designed for young men and women coming directly from high school or returning from the armed services. Teachers who are interested in the graduate program may obtain the circular outlining these courses from the Dean of the College.

Admission Requirements

Applicants for admission to the freshman class must qualify by graduation from an accredited secondary school or the equivalent, including prescribed subjects listed on page 27.

Requirements for Graduation

Degrees

The College of Education will award the degree of Bachelor of Science in Education to those who successfully complete the program of preparation for teaching at elementary or secondary school levels.

Quantitative Requirements

The required courses in each of the undergraduate curricula in the College of Education are indicated on the following pages. Each curriculum normally provides for not less than 215 credit hours of classwork including 20 weeks of student teaching. At least 36 credit hours of classwork will be required in Education.

Elective Courses

Elective courses, approved by the Dean of the College of Education, will be selected by the student from among courses in the Colleges of Liberal Arts and Business Administration.

Qualitative Requirements

The degree conferred not only represents the formal completion of the subjects in the selected course of study but also indicates professional competence in the designated field of specialization. Students in the College of Education will be expected, therefore, to maintain an overall average of C while doing work of B or better in the field of specialization and in the Professional sequence. Students are warned that any failure seriously handicaps their records and must be made up in the academic year the failure occurs.

Before being admitted to the second year of study, students will be carefully screened with the following criteria forming a total pattern: academic competence, general intelligence, physical and mental health, intellectual and emotional maturity, motivation for teaching, ability to communicate in speech and writing and general potential for teaching. In order to be recommended for student teaching, students must show all-round evidence of fitness to teach.

Graduation with Honors

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Co-operative Work Program

Students in the College of Education upon successfully completing thirty-five weeks of academic work are urged to elect the Co-operative Work program. In this program periods of classroom work alternate with a variety of work experiences in industry, social service agencies, community organizations, etc. This program, which has proved to be of inestimable value in offering students both

the theoretical and practical aspects of a broad education, is consistent with the philosophy of the College of Education. Increasingly students may find opportunities for employment in school systems during several terms of their upper years. Such an Internship program will greatly enhance their confidence and effectiveness as teachers and increase the demand for their services after graduation.

Full-time Students

Students desiring to attend the College of Education on the traditional four year plan will be required to attend 40 weeks in both their junior and senior years. The third year will be comprised of four terms of academic work, the fourth year of two terms of academic work and two terms of student teaching.

Programs of Instruction

Students in the College of Education many choose a field of specialization in accordance with their particular interest and aptitudes. Specimen programs are shown on the pages which follow. While all but one are presented as Co-operative programs, it is possible to complete approximately the same program in four years as full-time students. These curricula are organized so that each student may acquire a comprehensive background in preparation for Elementary Education, Industrial Arts Education, and the following Secondary fields: English Education, Social Studies Education, Science Education, Mathematics Education, Language Education, and one of two programs in Business Education, Accounting and the General Business and Secretarial Studies.

The College of Education does not offer a major in Physical Education. However, students desiring to become teacher-coaches may elect a program which will provide them with a minor in this field.

While no major is available at present in Art, it is possible for interested students to elect a minor in this field through courses now offered in the College of Liberal Arts.

New Program for Industrial Arts Teaching

In collaboration with Wentworth Institute, Northeastern University is prepared to offer a unique program in the preparation of teachers in Industrial Arts education. A student interested in this program will attend Wentworth Institute for two years, and then, upon recommendation by the President of Wentworth, can apply for admission to the College of Education at Northeastern. Once admitted, he will complete, at Northeastern, his preparation in General Education and Professional Education, either as a full-time or co-operative student.

New Program in Secretarial Studies

Some students interested in the Secretarial Studies may not necessarily desire teaching as a career. Such students will find at Northeastern that this program will prepare them for secretarial positions in school systems as well as in business.

National Teacher Examinations

All students who expect to make teaching their career will be expected to take the general and special National Teacher Examinations in their senior year.

Program in Elementary Education
(Co-operative)

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
1 English	3	3	30-02 English	3	3	30-03 English	3	3
1 West. Civ.	4	4	23-02 West. Civ.	4	4	23-03 West. Civ.	4	4
1 Amer. Gov.	3	3	22-02 Amer. Gov.	3	3	22-03 Amer. Gov.	3	3
7 Surv. Sci.	3	3	15-08 Surv. Sci.	3	3	15-09 Surv. Sci.	3	3
0 Soc. Sci. I	3	3	21-61 Soc. Sci. II	3	3	21-62 Soc. Sci. III	3	3
0 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0
<hr/>			<hr/>			<hr/>		
16 (2) 16			16 (2) 16			16 (2) 16		

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
4 English	5	2½	21-51 Hum. Dev. I	3	3	21-52 Hum. Dev. II	3	3
4 West. Civ.	4	2	30-05 Pub. Speak.	4	4	30-06 Pub. Speak.	4	4
0 Surv. Sci.	4	2	21-31 El. Lg. Art	3	3	21-32 Elem. Read.	3	3
3 Sch. & Soc.	3	1½	21-33 Arith. for Tch.	3	3	21-34 Tch. of Arith.	3	3
			23-11 Eur. Hist.	4	4	23-12 Eur. Hist.	4	4
<hr/>			<hr/>			<hr/>		
16 8			17 17			17 17		

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
Elective	4	4	21-53 Lrng. & Tchg.	3 (2) 10	5	21-54 Lrng. & Cur.	3 (2) 10	5
Elective	4	4	27-32 Creat. Draw.	0 (6) 0	4	27-33 Theo. of Color	0 (6)	4
			23-17 Amer. Hist.	4	4	23-18 Amer. Hist.	4	4
	8	8	30-35 Amer. Lit.	4	4	30-36 Amer. Lit.	4	4
<hr/>			<hr/>			<hr/>		
			11 (8) 17			11 (8) 17		

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Elective	4	4	21-55 Bkg. Am. Ed.	3	3	21-56 Bkg. Am. Ed.	3	3
Elective	4	4	21-37 El. Arts. & Or.	3	3	21-38 Mus. in El.	3	3
			21-50 Special Ed.	3	3	30-57 Int. Semant.	3	3
	8	8	Elective	4	4	Elective	4	4
			Elective	4	4	Elective	3	3
<hr/>			<hr/>			<hr/>		
			17 17			16 16		

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
Elective	4	4	Elective	4	4	Elective	4	4
Elective	4	4	Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
	8	8	Elective	4	4	Elective	4	4
<hr/>			<hr/>			<hr/>		
			16 16			16 16		

TERMS 14A AND 15A (2 Terms)†

21-40 Student Teaching and

Related Seminar

14 Credits

Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

Student Teaching (14 credits) is required during both Co-operative Work periods of the senior year.

Program in Teaching of Social Studies
(Co-operative)

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
23-01	West. Civ.	4	4	23-02	West. Civ.	4	4	23-03	West. Civ.	4	
22-01	Amer. Gov.	3	3	22-02	Amer. Gov.	3	3	22-03	Amer. Gov.	3	
15-07	Surv. Sci.	3	3	15-08	Surv. Sci.	3	3	15-09	Surv. Sci.	3	
21-60	Soc. Sci. I	3	3	21-61	Soc. Sci. II	3	3	21-62	Soc. Sci. III	3	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
16 (2) 16				16 (2) 16				16 (2)			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
30-04	English	5	2½	21-51	Hum. Dev. I	3	3	21-52	Hum. Dev. II	3	
23-04	West. Civ.	4	2	30-05	Pub. Speak.	4	4	30-06	Pub. Speak.	4	
15-10	Surv. Sci.	4	2	23-11	Eur. Hist.	4	4	23-12	Eur. Hist.	4	
21-63	Sch. & Soc.	3	1½	30-33	Eng. Lit.	4	4	30-34	Eng. Lit.	4	
16 — — 8				15 — — 15				15 —			

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
Elective	4	4		21-53	Lrng. & Tchg.	3 (2) 10	5	21-54	Lrng. & Cur.	3 (2)	
Elective	4	4		27-32	Creat. Draw.	0 (6)	4	27-33	Theo. of Col.	0 (6)	
	— — — —			23-17	Amer. Hist.	4	4	23-18	Amer. Hist.	4	
	8	8		30-35	Amer. Lit.	4	4	30-36	Amer. Lit.	4	
				11 (8) 17				11 (8)			

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
Elective	4	4		21-55	Bkg. Am. Ed.	3	3	21-56	Bkg. Am. Ed.	3	
Elective	4	4		23-13	Eng. Hist.	4	4	23-14	Eng. Hist.	4	
	— — — —			22-11	For. Gov.	4	4	22-12	For. Gov.	4	
	8	8		21-25	Tchg. Soc. St.	3	3	21-50	Special Ed.	3	
				Elective	3	3		Elective	3		
				17 — — 17				17 —			

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
Elective	4	4		Elective	4	4		Elective	4		
Elective	4	4		Elective	4	4		Elective	4		
	— — — —			Elective	4	4		Elective	4		
	8	8		Elective	4	4		Elective	4		
				16 — — 16				16 —			

TERMS 14A AND 15A (2 Terms)‡

21-40 Student Teaching and
Related Seminar 14 Credits

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

‡21-40 Student Teaching (14 credits) is required during both Co-operative Work periods of the first year.

Program in Teaching of English
(Co-operative)

FIRST YEAR†

TERM 1			TERM 2			TERM 3				
Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
01 English	3	3	30-02 English	3	3	30-03 English	3	3	3	3
01 West. Civ.	4	4	23-02 West. Civ.	4	4	23-03 West. Civ.	4	4	4	4
01 Amer. Gov.	3	3	22-02 Amer. Gov.	3	3	22-03 Amer. Gov.	3	3	3	3
07 Surv. Sci.	3	3	15-08 Surv. Sci.	3	3	15-09 Surv. Sci.	3	3	3	3
0 Soc. Sci. I	3	3	21-61 Soc. Sci. II	3	3	21-62 Soc. Sci. III	3	3	3	3
0 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0	(2)	0
	16 (2)	16		16 (2)	16		16 (2)	16	(2)	16

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
4 English	5	2½	21-51 Hum. Dev. I	3	3	21-52 Hum. Dev. II	3	3
4 West. Civ.	4	2	30-05 Pub. Speak.	4	4	30-06 Pub. Speak.	4	4
0 Surv. Sci.	4	2	30-21 Inter. Writ.	4	4	30-22 Inter. Writ.	4	4
3 Sch. & Soc.	3	1½	30-33 Eng. Lit.	4	4	30-34 Eng. Lit.	4	4
	16	8		15	15		15	15

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
Elective	4	4	21-53 Lrng.&Tchg.	3 (2) 10	5	21-54 Lrng.&Cur.	3 (2) 10	5
Elective	4	4	27-32 Creat. Draw.	0 (6)	4	27-33 Theo. of Col.	0 (6)	4
	8	8	23-17 Amer. Hist.	4	4	23-18 Amer. Hist.	4	4
			30-35 Amer. Lit.	4	4	30-36 Amer. Lit.	4	4
				11 (8)	17		11 (8)	17

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Elective	4	4	21-55 Bkg. Am. Ed.	3	3	21-56 Bkg. Am. Ed.	3	3
Elective	4	4	21-20 Tchg. of Eng.	3	3	21-50 Special Ed.	3	3
	8	8	30-61 Shakespeare	4	4	30-62 Shakespeare	4	4
			30-27 Mast. Drama	4	4	30-28 Mast. Drama	4	4
			Elective	3	3	Elective	3	3
				17	17		17	17

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
Elective	4	4	Elective	4	4	Elective	4	4
Elective	4	4	Elective	4	4	Elective	4	4
	8	8	Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
				16	16		16	16

TERMS 14A AND 15A (2 Terms)†

21-40 Student Teaching and
Related Seminar 14 Credits

Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

10 Student Teaching (14 credits) is required during both Co-operative Work periods of the senior year.

*Program in Teaching of Modern Language
(Co-operative)*

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	3
23-01	West. Civ.	4	4	23-02	West. Civ.	4	4	23-03	West. Civ.	4	4
15-07	Surv. Sci.	3	3	15-08	Surv. Sci.	3	3	15-09	Surv. Sci.	3	3
21-60	Soc. Sci. I	3	3	21-61	Soc. Sci. II	3	3	21-62	Soc. Sci. III	3	3
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	0
	Lang. Elect.	3	3		Lang. Elect.	3	3		Lang. Elect.	3	3
<hr/>				<hr/>				<hr/>			
16 (2) 16				16 (2) 16				16 (2) 16			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
15-10	Surv. Sci.	4	2	21-51	Hum. Dev. I	3	3	21-52	Hum. Dev. II	3	3
30-04	English	5	2½	30-05	Pub. Speak.	4	4	30-06	Pub. Speak.	4	4
23-04	West Civ.	4	2	23-11	Eur. Hist.	4	4	23-12	Eur. Hist.	4	4
21-63	Sch. & Soc.	3	1½		Lang. Elect.	4	4		Lang. Elect.	4	4
<hr/>				<hr/>				<hr/>			
16 — — 8				15 — — 15				15 — — 5			

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
Elective	4	4		21-53	Lrng. & Tchg.	3 (2) 10	5	21-54	Lrng. & Tchg.	3 (2) 1	5
Elective	4	4		27-32	Creat. Draw.	0 (6)	4	27-33	Theo. of Col.	0 (6)	4
	—	—	—		Lang. Lit.	4	4		Lang. Lit.	4	4
	8	8			Lang. Conv.	2	2		Lang. Conv.	2	2
					Elective	3	3		Elective	3	3
<hr/>				<hr/>				<hr/>			
				12 (8) 18				12 (8) 8			

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
Elective	4	4		21-55	Bkg. Am. Ed.	3	3	21-56	Bkg. Am. Ed.	3	3
Elective	4	4		21-21	Tchg. M. Lg.	3	3	21-50	Special Ed.	3	3
	—	—	—		Lang. Lit.	4	4		Lang. Lit.	4	4
	8	8			Lang. Conv.	2	2		Lang. Conv.	2	2
				22-11	For. Gov.	4	4	22-12	For. Gov.	4	4
<hr/>				<hr/>				<hr/>			
				16 — — 16				16 — — 16			

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
Elective	4	4		Elective	4	4		Elective	4	4	
Elective	4	4		Elective	4	4		Elective	4	4	
	—	—	—	Elective	4	4		Elective	4	4	
	8	8		Elective	4	4		Elective	4	4	
<hr/>				<hr/>				<hr/>			
				16 — — 16				16 — — 16			

TERMS 14A AND 15A (2 Terms)†

21-40 Student Teaching and
Related Seminar 14 Credits

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

‡21-40 Student Teaching (14 credits) is required during both Co-operative Work periods of the senior year.

Program in Teaching of Mathematics
(Co-operative)

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
Course	Cl.	Pr. Cr.	No. Course	Cl.	Pr. Cr.	No. Course	Cl.	Pr. Cr.
1 English	3	3	30-02 English	3	3	30-03 English	3	3
1 Gen. Chem.	3 (3)	4	11-02 Gen. Chem.	3 (3)	4	11-03 Gen. Chem.	3 (3)	4
1 Col. Alg.	5	7 4	14-02 Trig.	5	7 4	14-03 Anal. Geom.	5	5
1 Physics	3	3	15-02 Physics	3	3	15-03 Physics	3	3
0 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0
0 Soc. Sci. I	3	3	21-61 Soc. Sci. II	3	3	21-62 Soc. Sci. III	3	3
<hr/> 17 (5) 17			<hr/> 17 (5) 17			<hr/> 17 (5) 17		

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
4 Gen. Chem.	3 (3)	2	21-51 Hum. Dev. I	3	3	21-52 Hum. Dev. II	3	3
4 Int. to Calc.	5	2½	30-05 Pub. Speak.	4	4	30-06 Pub. Speak.	4	4
4 Physics	5	2½	14-05 Diff. Calc.	4	4	14-06 Int. Calc.	4	4
4 Sch. & Soc.	3	1½	15-05 Physics	4 (3)	5	15-06 Physics	3 (3)	3
<hr/> 16 (3) 8½			<hr/> 15 (3) 16			<hr/> 14 (3) 15		

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
Elective	4	4	21-53 Lrng. & Tchg.	3 (2) 10	5	21-54 Lrng. & Cur.	3 (2) 10	5
Elective	4	4	27-32 Creat. Draw.	0 (6)	4	27-33 Theo. of Col.	0 (6)	4
	8	8	14-07 Diff. Eq. I	4	4	14-08 Diff. Eq. II	4	4
			Elective	4	4	Elective	4	4
<hr/>			<hr/> 11 (8) 17			<hr/> 11 (8) 17		

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Sys. of Geom.	4	4	21-55 Bkg. Am. Ed.	3	3	21-56 Bkg. Am. Ed.	3	3
Elective	4	4	21-23 Tchg. Math.	3	3	21-50 Special Ed.	3	3
	8	8	14-09 Anal. Mech.	4	4	14-10 Anal. Mech.	4	4
			14-15 Adv. Calc. I	4	4	14-16 Adv. Calc. II	4	4
			Elective	3	3	Elective	3	3
<hr/>			<hr/> 17 17			<hr/> 17 17		

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
Sol. Anal. Geo.	4	4	14-28 Math. Stat. I	3	3	14-18 Theo. of Eq.	3	3
Elective	4	4	15-26 Mod. Phys.	4	4	15-27 Mod. Phys.	4	4
	8	8	Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
<hr/>			<hr/> 15 15			<hr/> 15 15		

TERMS 14A AND 15A (2 Terms)‡

21-40 Student Teaching and
Related Seminar 14 Credits

† Summer term — 5 weeks.

‡ Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

§ Student Teaching (14 credits) is required during both Co-operative Work periods of the senior year.

Program in Teaching of Science
(Co-operative)

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	3
11-01	Gen. Chem.	3 (3)	4	11-02	Gen. Chem.	3 (3)	4	11-03	Gen. Chem.	3 (3)	4
14-01	Col. Alg.	5	7 4	14-02	Trig.	5	7 4	14-03	Anal. Geom.	5	5
15-01	Physics	3	3	15-02	Physics	3	3	15-03	Physics	3	3
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	0
21-60	Soc. Sci. I	3	3	21-61	Soc. Sci. II	3	3	21-62	Soc. Sci. III	3	3
<hr/>				<hr/>				<hr/>			
17 (5) 17				17 (5) 17				17 (5) 17			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
11-04	Gen. Chem.	3 (3)	2	21-51	Hum. Dev. I	3	3	21-52	Hum. Dev. II	3	3
14-04	Int. to Calc.	5	2½	30-05	Pub. Speak.	4	4	30-06	Pub. Speak.	4	4
15-04	Physics	5	2½	14-05	Diff. Calc.	4	4	14-06	Int. Calc.	4	4
21-63	Sch. & Soc.	3	1½	15-05	Physics	4 (3)	5	15-06	Physics	3 (3)	3
<hr/>				<hr/>				<hr/>			
16 (3) 8½				15 (3) 16				14 (3) 14			

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
Elective	4	4		21-53	Lrng. & Tchg.	3 (2)	10 5	21-54	Lrng. & Cur.	3 (2)	3
Elective	4	4		27-32	Creat. Draw.	0 (6)	4	27-33	Theo. of Col.	0 (6)	0
	—	—	—	11-17	Quant. Anal.	3 (3)	4	11-18	Quant. Anal.	2 (3)	2
	8	8		14-07	Diff. Eq.	4	4	14-08	Diff. Eq.	4	4
<hr/>				<hr/>				<hr/>			
				10 (11) 17				9 (11) 11			

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
Elective	4	4		21-55	Bkg. Am. Ed.	3	3	21-56	Bkg. Am. Ed.	3	3
Elective	4	4		21-22	Tchg. of Sci.	3	3	21-50	Special Ed.	3	3
	—	—	—	15-26	Mod. Phys.	4	4	15-27	Mod. Phys.	4	4
	8	8		14-17	Inf. Series	4	4	14-18	Theo. of Eq.	3	3
<hr/>				<hr/>				<hr/>			
				17 17				16 16			

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
Elective	4	4		Elective	4	4		Elective	4	4	
Elective	4	4		Elective	4	4		Elective	4	4	
	—	—	—	Elective	4	4		Elective	4	4	
	8	8		Elective	4	4		Elective	4	4	
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				16 16				16 16			

TERMS 14A AND 15A (2 Terms)†

21-40 Student Teaching and
Related Seminar 14 Credits

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

‡21-40 Student Teaching (14 credits) is required during both Co-operative Work periods of the year.

Program in Teaching of Accounting and General Business

ST YEAR†

TERM 1			TERM 2			TERM 3				
Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
1 English	3	3	30-02	English	3	3	30-03	English	3	3
1 Hist. Civ.	4	4	27-12	Hist. Civ.	4	4	27-13	Hist. Civ.	4	4
1 Amer. Gov.	3	3	22-02	Amer. Gov.	3	3	22-03	Amer. Gov.	3	3
1 Prin. of Acct.	4	4	41-02	Prin. of Acct.	4	4	41-03	Prin. of Acct.	4	4
0 Soc. Sci. I	3	3	21-61	Soc. Sci. II	3	3	21-62	Soc. Sci. III	3	3
0 Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	0
	17 (2)	17		17 (2)	17		17 (2)	17		17

OND YEAR

TERM 4*			TERM 5			TERM 6		
English	5	2½	21-51 Hum. Dev. I	3	3	21-52 Hum.Dev. II	3	3
Hist. Civ.	4	2	30-05 Pub. Speak.	4	4	30-06 Pub. Speak.	4	4
Sch. & Soc.	3	1½	47-11 Typing A	4 (6)	4	47-12 Typing B	4 (6)	4
Elective	3	1½	41-27 Acct. Stat.	4	4	41-28 Int. Cost Acct.	4	4
	15	7½	45-21 Prin. Bus. Mgmt.	3	3	45-22 Prin. Bus. Mgmt.	3	3
				18 (6)	18		18 (6)	18

RD YEAR

TERM 7*				TERM 8				TERM 9			
Elective	4		4	21-53 Lrng.&Tchg.	3	(2) 10	5	21-54 Lrng.&Cur.	3	(2) 10	5
Elective	4		4	27-32 Creat. Draw.	0	(6)	4	27-33 Theo.of.Col.	0	(6)	4
	—	—	—	20-06 Econ. Prin.	4		4	20-07 Econ. Prin.	4		4
	8		8	43-21 Prin. Mktg.	3		3	43-22 Prin. of Adv.	3		3
					10	(8)	16		10	(8)	16

TH YEAR

TERM 10*			TERM 11			TERM 12		
Elective	4	4	21-55 Bkg. Am. Ed.	3	3	21-56 Bkg. Am. Ed.	3	3
Elective	4	4	21-26 Tchg. & Bus.			21-50 Special Ed.	3	3
			Sub.	3	3	46-42 Leg. Asp.		
	8	8	46-41 Leg. Asp. BuI	4	4	Bus. II	4	4
			43-30 Salesmanship	3	3	43-52 Ret. Merch.	4	4
			Elective	3	3	Elective	3	3
				16	16		16	16

H YEAR

TERM 13*			TERM 14			TERM 15		
Elective	4	4	Elective	4	4	Elective	4	4
Elective	4	4	Elective	4	4	Elective	4	4
	8	8	Elective	4	4	Elective	4	4
			Elective	4	4	Elective	4	4
				16	16		16	16

TERMS 14A AND 15A (2 Terms)†

21-40 Student Teaching and

Related Seminar

14 Credits

ner term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

* Student Teaching (14 credits) is required during both Co-operative Work periods of the senior year.

Program in Teaching of Secretarial Studies

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
No.	Course	Cl.	No.	Course	Cl.	No.	Course	Cl.
30-01	English	3	30-02	English	3	30-03	English	3
27-11	Hist. Civ.	4	27-12	Hist. Civ.	4	27-13	Hist. Civ.	4
22-01	Amer. Gov.	3	22-02	Amer. Gov.	3	22-03	Amer. Gov.	3
41-01	Prin. of Acct.	4	41-02	Prin. of Acct.	4	41-03	Prin. of Acct.	4
21-60	Soc. Sci. I	3	21-61	Soc. Sci. II	3	21-62	Soc. Sci. III	3
16-10	Phys. Ed.	0 (2)	16-11	Phys. Ed.	0 (2)	16-12	Phys. Ed.	0 (2)
		17 (2)			17 (2)			17 (2)

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
30-04	English	5	21-51	Hum. Dev. I	3	21-52	Hum. Dev. II	3
27-14	Hist. Civ.	4	30-05	Pub. Speak.	4	30-06	Pub. Speak.	4
21-63	Sch. & Soc.	3	47-11	Typing A	4 (6)	47-12	Typing B	4 (6)
	Elective	3	45-21	Prin. Bus.		45-22	Prin. Bus.	
		15	Mgmt	3		Mgmt	3	
		7½	47-13	Beg. Shorthand	4	47-14	Int Shorthand	4
					18 (6)			18 (6)

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
Elective	4	4	21-53	Lrng. & Tchg.	3 (2)	21-54	Lrng. & Cur.	3 (2)
Elective	4	4	27-32	Creat. Draw.	0 (6)	27-33	Theo. of Color	0 (6)
		8	47-21	Trans. I	4	47-22	Trans. II	4
		8	20-06	Econ. Prin.	4	20-07	Econ. Prin.	4
					11 (8)			11 (8)

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Elective	4	4	21-55	Bkg. Am. Ed.	3	21-56	Bkg. Am. Ed.	3
Elective	4	4	21-27	Tchg. Bus. Sk.	3	21-50	Special Ed.	3
		8	46-41	Leg. Asp. Bus.	4	46-42	Leg. Asp. Bus.	4
		8	47-17	Sec. Proced.	3	47-18	Sec. Proced.	3
			Elective	3		Elective	3	
					16			16

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
Elective	4	4	Rev. Bus. Sk.	2		Rev. Bus. Sk.	2	
Elective	4	4	Elective	4		Elective	4	
		8	Elective	4		Elective	4	
		8	Elective	3		Elective	3	
			Elective	3		Elective	3	
					16			16

TERMS 14A AND 15A (2 Terms)†

21-40 Student Teaching and
Related Seminar 14 Credits

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

‡21-40 Student Teaching (14 credits) is required during both Co-operative Work periods of the senior year.

Program in Teaching of Industrial Arts I
(Co-operative)

ST YEAR — First Two Years at Wentworth Institute

"Building Construction"
(Typical only)

Semester 1

Building Methods
Architectural Drawing
Physics
Mathematics
English Composition
Carpentry
Building Materials

Semester 2

Building Materials
Architectural Drawing
Physics
Mathematics
Oral Communication
Carpentry
Laboratory

OND YEAR

Semester 1

Building Methods
Architectural Drawing
Materials of Construction and Surveying
Carpentry
Estimating
Building Materials

Semester 2

Building Methods
Architectural Drawing
Materials of Construction and Surveying
Carpentry
Estimating
Laboratory

40 Semester Hours Transferred

RD YEAR — At Northeastern

TERM 8*

Course	Cl.	Pr.Cr.
Soc. Sci. I	3	3
Pub. Speak.	4	4
Eur. Hist.	4	4
Hum. Dev. I	3	3
Eng. Lit.	4	4
	18	18

TERM 8A

No.	Course	Cl.	Pr.Cr.
21-61	Soc. Sci. II	3	3
	Elective	4	4
	Elective	4	4
	Elective	4	4
	Elective	3	3
		18	18

TERM 9

No.	Course	Cl.	Pr.Cr.
21-62	Soc. Sci. III	3	3
30-06	Pub. Speak.	4	4
23-12	Eur. Hist.	4	4
21-52	Hum. Dev. II	3	3
30-34	Eng. Lit.	4	4
		18	18

RTH YEAR

TERM 10*

Elective	4	4
Elective	4	4
	8	8

TERM 11

21-53	Lrng.&Tchg.	3	(2)	10	5
27-32	Creat.Draw.	0	(6)		4
23-17	Amer.Hist.	4			4
30-35	Amer. Lit.	4			4
		11	(8)		17

TERM 12

21-54	Lrng.&Cur.	3	(2)	10	5
27-33	Theo. of Col.	0	(6)		4
23-18	Amer. Hist.	4			4
30-36	Amer. Lit.	4			4
		11	(8)		17

H YEAR

TERM 13*

Elective	4	4
Elective	4	4
	8	8

TERM 14

21-55	Bkg. Am. Ed.	3		3
21-28	Tchg. Ind.			
	Arts	3		3
	Elective	4		4
	Elective	4		4
	Elective	3		3
		17		17

TERM 15

21-56	Bkg. Am. Ed.	3		3
21-50	Special Ed.	3		3
	Elective	4		4
	Elective	4		4
	Elective	3		3
		17		17

TERMS 14A AND 15A (2 Terms)†

21-40 Student Teaching and

Related Seminar

14 Credits

ner Term — 5 weeks.

Student Teaching (14 credits) is required during both Co-operative Work periods of the senior year.

Program in Teaching of Industrial Arts II

(Co-operative)

FIRST YEAR — First Two Years at Wentworth Institute
 "Production Technology"
 (Typical only)

Semester 1

Algebra
 Physics
 English Composition
 Mechanical Drawing
 Electricity
 Electricity Laboratory
 Pottery Making
 Welding
 Casting Processes

Semester 2

Industrial Management
 Machine Shop Practice
 Trigonometry
 Physics
 Oral Communication
 Mechanical Drawing
 Electricity
 Electricity Laboratory
 Casting Processes

SECOND YEAR

Semester 1

Motion Study
 Principles of Economics
 Introduction to Calculus
 Mechanical Design
 Heat
 Heat Laboratory
 Applied Mechanics
 Machine Shop Practice

Semester 2

Theme Study
 Plant Layout and Material Handling
 Analytical Geometry & Math. Analysis
 Tool Design
 Production and Quality Control
 Strengths of Materials
 Machine Shop Practice

60 Semester Hours Transferred

THIRD YEAR — At Northeastern

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
	Elective	4	4	26-01	Prin. of Soc.	3	3	26-02	Prin. of Soc.	3	3
	Elective	4	4	30-05	Pub. Speak.	4	4	30-06	Pub. Speak.	4	4
		—	—	23-11	Eur. Hist.	4	4	23-12	Eur. Hist.	4	4
		8	8	21-51	Hum. Dev. I	3	3	21-52	Hum. Dev. II	3	3
				30-33	Eng. Lit.	4	4	30-34	Eng. Lit.	4	4
						18	18			18	18

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
	Elective	4	4	21-53	Lrng. & Tchg.	3	(2) 10 5	21-54	Lrng. & Cur.	3	(2) 5
	Elective	4	4	27-32	Creat. Draw.	0	(6) 4	27-33	Theo. of Col.	0	(6) 4
		—	—	23-17	Amer. Hist.	4	4	23-18	Amer. Hist.	4	4
		8	8	30-35	Amer. Lit.	4	4	30-36	Amer. Lit.	4	4
						11	(8) 17			11	(8) 17

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
	Elective	4	4	21-55	Bkg. Am. Ed.	3	3	21-56	Bkg. Am. Ed.	3	3
	Elective	4	4	21-28	Tchg. Ind.			21-50	Special Ed.	3	3
		—	—	Arts		3	3	Elective		4	4
		8	8	Elective		4	4	Elective		4	4
				Elective		4	4	Elective		3	3
				Elective		3	3			17	17
						17	17				

TERMS 14A AND 15A (2 Terms)

21-40 Student Teaching and
 Related Seminar 14 Credits

*Summer term — 5 weeks.

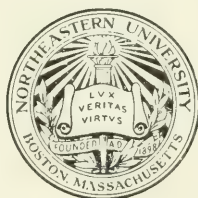
†21-40 Student Teaching (14 credits) is required during both Co-operative Work periods of the second year.

NORTHEASTERN UNIVERSITY

COLLEGE OF
**BUSINESS
ADMINISTRATION**

Courses of Study

1957-1958



(COEDUCATIONAL)

BOSTON 15, MASSACHUSETTS

January, 1957

THE COLLEGE OF BUSINESS ADMINISTRATION

Policy

THE COLLEGE OF BUSINESS ADMINISTRATION offers programs of professional education at the university level to meet the needs of the young men and women who hope to fill administrative positions in business. Intelligent management of our complex enterprises cannot be soundly undertaken without a full appreciation of the social, economic, and political environment in which business must operate, without a complete understanding of the basic principles of business, and without practical knowledge of the tools of business management.

The academic content of the different curricula in the College of Business Administration is, therefore, divided roughly as follows: one-eighth in English (writing and speaking), one-third in the social sciences, one-quarter in a special branch of business, and one-quarter in related business subjects. Since periods of probation and apprenticeship are inherent in the nature of positions at the administrative level, the Northeastern programs based upon the Co-operative Plan are especially significant.

Aims of the College

In keeping with current trends in collegiate business education, the educational policy of the college is directed toward the achievement of the following purposes:

First: To offer a college program which will help students select the field of business best suited to their aptitudes. The Co-operative Plan is particularly effective in this respect.

Second: To build breadth of perspective and sufficient specialization to meet basic professional requirements.

Third: To provide a thorough knowledge of fundamental economic laws and an understanding of their applications in business.

Fourth: To develop the habits of accurate thinking that are essential to sound judgment.

Fifth: To develop attitudes and ideals that are ethically sound and socially desirable.

Methods

In order that these aims may be realized as fully as possible, the College makes use of the problem and the case methods of instruction in addition to the lecture and recitation system. Students should learn to analyze every proposition, to challenge unsupported assertions, to think independently, and to support their thinking with logic and facts.

Hence, concrete problems and cases which executives have faced in accounting, marketing, organizing, and the like constitute a large proportion of class-work in the upper years.

Admission Requirements

Applicants for admission to the freshman class must qualify by graduation from an approved course of study in an accredited secondary school, including prescribed subjects listed on page 27.

Requirements for Graduation

Students may qualify for the degree of Bachelor of Science in Business Administration in one of the following options: Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management.

Candidates for the Bachelor of Science degree must complete all of the prescribed work of the curriculum in which they seek to qualify with a degree of proficiency acceptable to the faculty. Students who undertake co-operative work assignments must also meet the requirements of the Department of Co-operative Work before they become eligible for their degrees.

Students transferring from another college or university are not eligible to receive the B.S. degree until they have completed at least one academic year at Northeastern immediately preceding their graduation.

Scholarship Requirements

The degree conferred not only represents the formal completion of the subjects in the selected course of study but also indicates professional competence in the designated field of specialization. Those who are clearly unable to meet the accepted standard of attainment will be required to withdraw from the University.

Graduation with Honor

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Thesis Option

Theses are not required of candidates for the degree of Bachelor of Science in Business Administration. Students who show special aptitude for thesis work, however, may be permitted to substitute an appropriate thesis for equivalent work in class. Such permission must be obtained by the candidate from the Dean of the College.

The Programs of Study

First Year

A full year of thirty weeks is devoted to a survey of the economic, political, and social institutions that underlie the conduct of business.

The basic tool of business, the keeping of accounts, is introduced during the first year to provide a practical check upon the interest and capacity of each student in the College of Business Administration.

English is given an important place and other courses fill the personal needs of the student and prepare him for the more advanced work. Throughout the year each student has the friendly counsel and guidance of a faculty adviser whose aim is to help bridge the gap between high school and college.

Upperclass Years

Under the Northeastern five-year Co-operative Plan, training on the job starts with the second year. At the end of the second year, at the close of term 6, students formally elect their curricular options in accordance with their major fields of interest and natural aptitudes. In each of terms 7, 10 and 13, students will elect certain nonprofessional courses. A student may, for instance, elect to take a series of courses in education or to take advanced courses in English, history, government, sociology, psychology, or to take particular courses in other fields of study. The list of elective subjects for each term will be somewhat limited by schedule conflicts with the prescribed program of study but as wide a selection as practicable will be offered.

During term 14 all students take a one credit course, Techniques of Placement, in order to study the generally accepted theories and methods of job placement. Each student is then encouraged under expert guidance in term 15 to apply the findings to himself and make use of them in connection with his own after graduation placement.

Northeastern allows veterans who qualify under PL16, 894, or 550 to elect a four year non-co-operative program of study. Under this program the terms as listed in the following pages will be taken in ten week periods of study in the following order: first year — terms 1, 2, and 3; second year — terms 4 and 7 combined, 5, and 6; third year — terms 8, 10 and 13 combined, and 9; fourth year — terms 11, 14, 12, and 15.

The Professional Options

All students are required to take common courses which are deemed necessary for a well-rounded training. These are pursued jointly with the professional work which has been selected, with a view to meeting the changing and expanding needs of present-day business conduct, while at the same time meeting the vocational needs of the students by way of earning a living. A brief statement of the vocational opportunities in the fields of work represented by each of the professional options follows:

I. Accounting — Many successful careers are open to the professional accountants. Their services are demanded by business, commerce, industry, and government. Better known among the wide variety of titles descriptive of their work are public and private accountant, controller, cost accountant, resident and traveling auditor, credit manager, statistician, investigator, adjuster, and financial accountant.

II. Industrial Relations — The day is past when “anyone” can direct labor-management relations. A host of opportunities exist, therefore, in this field, the human side of conducting a business. Both unions and management offer a wide selection of positions in personnel, bargaining, wage administration, and public relations. The government, too, has many openings for men and women who have taken this program of studies.

III. Marketing and Advertising — Business and industry must sell its services and products to each other and to the general public. Successful marketing and selling means more than being a salesman. It demands knowledge of distribution channels, marketing practices and policies. It means also knowing how to buy in order to sell and then how to organize, promote and carry out the necessary sales and advertising campaigns.

Representative of the vast array of occupations and careers in marketing and advertising are Advertising Production Manager, Advertising Agency Account Executive, Public Relations Director, Advertising Space Salesman, Advertising Research, Advertising Manager, Merchandise Manager, Manufacturer's Agent, Publicity Director, Sales Promotion, Sales Executive, Market Analyst, Sales Research, Sales Manager, Store Manager, Department Store Buyer, Agency Owner, Copy Writer, Advertising Layout Man, Salesman, Teaching.

IV. Finance and Insurance — Financial institutions serving present-day business and industry are its life stream. Any list of these organizations which are indispensable in the conduct of business must include banks, insurance companies, investment houses, credit concerns, financial exchanges, business forecasting organizations, financial service institutions, mortgage companies, national and local real estate brokerage firms, and appraisers.

The option in Finance and Insurance opens the door to a host of careers in these institutions as well as the many governmental agencies regulating their operations.

V. Business Management — This curriculum might be called the basic program of the College of Business Administration. Graduates in Business Management find posts in small business, big business, and public service.

Here is the field of training for the person whose ambition is to start a business of his own.

Here is the field of training for the person who is thinking in terms of production control, planning, methods analysis, purchasing, traffic control, or other supervisory and executive work.

Here is the field of training for the person who is keenly aware of the possibilities in public administration. Increased use of city-management plans and increased number and prestige of civil service careers present a wide group of opportunities to graduates of this program.

Commercial Education and Secretarial Studies

It is possible for qualified students in any of the above curricula to elect in terms 7, 10, 13, 14, and 15 certain courses in education in order to qualify for a secondary school teaching certificate in business subjects and social studies.

Women students will be given the opportunity to take a sequence of courses in secretarial studies in order to qualify for executive secretarial positions or to teach in this field.

Curriculum in Accounting

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	P
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
20-01	Econ. Geog.	3	3	20-02	Econ. Geog.	3	3	20-04	Int.to Econ.	3	
22-01	Am. Govt.	3	3	22-02	Am. Govt.	3	3	22-03	Am. Govt.	3	
41-01	Prin. of Acct.	4	4	41-02	Prin. of Acct.	4	4	41-03	Prin. of Acct.	4	
27-11	Hist. Civil.	4	4	27-12	Hist. Civil.	4	4	27-13	Hist. Civil.	4	
16-10	Phys. Ed.	0	(2) 0	16-11	Phys. Ed.	0	(2) 0	16-12	Phys. Ed.	0	(2)
<hr/>				<hr/>				<hr/>			
17 (2) 17				17 (2) 17				17 (2)			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
30-04	English Lit.	5	2½	43-21	Prin.of Mktg.	3	3	43-22	Prin. of Adv.	3	
20-09	Int. to Stat.	3 (6) 9	3	44-20	Int. to Fin.	3	3	44-22	Prin. of Ins.	3	
	Graphic Pres.			45-21	Prin. of Bus.			45-22	Prin. of Bus.		
27-14	Hist. Civil.	4	2		Mgt.	3	3		Mgt.	3	
<hr/>				41-27	Acctg.State	4	4	41-26	Inter. Acct.	4	
<hr/>				25-01	Int.to Psych.	4	4	25-02	Gen. Psych.	4	
<hr/>				<hr/>				<hr/>			
12 (6) 7½				17 17				17			

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
20-13	Econ. Prin.	8	4	20-14	Econ. Probs.	4	4	20-15	Econ. Probs.	4	
26-07	Soc. Probs.	8	4	30-05	Public Spkg.	4	4	30-06	Public Spkg.	4	
	or			44-31	Bus. Finance	4	4	44-32	Bus. Finance	4	
25-15	Educ. Psych.	8	4	41-37	Int. Acct.	2 (2) 5	3	41-38	Int. Acct.	2 (2)	
<hr/>				41-31	Cost Acct.	3	3	41-32	Cost Acct.	3	
<hr/>				<hr/>				<hr/>			
16 8				17 (2) 18				17 (2)			

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
30-10s	Probs.in Wr.	5	2½	20-20	Statistics	3 (2) 7	4	20-21	Statistics	3 (2)	
	Elective	5	2½	46-41	Leg. Asp. of			46-42	Leg. Asp. of		
	Elective	5	2½		Bus. I	4	4		Bus. II	4	
<hr/>				41-48	Cost Acct.	3	3	41-49	Cost Acct.	3	
<hr/>				41-45	Adv. Acct.	2 (2) 5	3	20-26a	Labor Econ.	3	
<hr/>				41-46	Mun. Acctg.	2 (2) 5	3		or		
<hr/>				or 20-51a	Pub. Fin.	3	3	20-24a	Mon.&Bkg.	3	
<hr/>				<hr/>				41-50	Fid. Acctg.	2 (2)	
<hr/>				14 (6) 17				<hr/>			
<hr/>				or 15 (6) 17				15 (4)			

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
30-08s	Bus. Comm.	5	2½	20-40	Bus.&Govt.	4	4	20-28	Comp.Ec.Sy.	4	
<hr/>				<hr/>				<hr/>			
	Elective	5	2½	46-57	Law of Corp.			20-65	Res. Meth.	4	
	Elective	5	2½		Fin.&Ins.	4	4	46-54	Basic Fed.		
<hr/>				46-53	Basic Fed.				Taxes	3	
<hr/>					Taxes	3	3	41-51	System Bldg.	2 (2)	
<hr/>				41-43	Auditing	2 (2) 5	3	41-61	Sem.in Acctg.	2 (2)	
<hr/>				41-47	Consol.State	2 (2) 5	3	30-48	Mod.Drama	4	
<hr/>				or 20-25a	Bus.Cycles	3	3	<hr/>			
<hr/>				50-10	Placement			<hr/>			
<hr/>					Techniques	2	1 1	<hr/>			
<hr/>				<hr/>				<hr/>			
15 7½				17 (4) 18				15 (4)			
<hr/>				<hr/>				<hr/>			
<hr/>				or 18 (4) 18				<hr/>			

*Summer term — 5 weeks.

†All physically qualified male freshmen may elect ROTC if they so desire. Students accepted for ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by Dean up to a maximum of 12 credits.

Curriculum in Industrial Relations

FIRST YEAR†											
TERM 1			TERM 2			TERM 3					
Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	
01 English	3	3	30-02 English	3	3	30-03 English	3	3	3	3	
01 Econ. Geog.	3	3	20-02 Econ. Geog.	3	3	20-04 Int.to Econ.	3	3	3	3	
01 Am. Govt.	3	3	22-02 Am. Govt.	3	3	22-03 Am. Govt.	3	3	3	3	
01 Prin. of Acct.	4	4	41-02 Prin. of Acct.	4	4	41-03 Prin. of Acct.	4	4	4	4	
11 Hist. Civil.	4	4	27-12 Hist. Civil.	4	4	27-13 Hist. Civil.	4	4	4	4	
10 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0	0	0	
	17	(2)	17		17	(2)	17		17	(2)	17
SECOND YEAR											
TERM 4*			TERM 5			TERM 6					
04 English Lit.	5		2½	43-21 Prin.ofMktg.	3	3	43-22 Prin.ofAdv.	3	3	3	
09 Int. to Stat.	3 (6)	9	3	44-20 Int. to Fin.	3	3	44-22 Prin. of Ins.	3	3	3	
Graphic Pres.				45-21 Prin. of Bus.			45-22 Prin. of Bus.				
14 Hist. Civil.	4		2	Mgt.	3	3	Mgt.	3	3	3	
				41-27 Acctg. State	4	4	41-28 Int. to Cost				
				25-01 Int.toPsych.	4	4	Acctg.	4	4	4	
							25-02 Gen. Psych.	4	4	4	
	12	(6)	7½		17		17		17		17
THIRD YEAR											
TERM 7*			TERM 8			TERM 9					
03 Econ. Prin.	8	4	20-14 Econ. Prob.	4	4	20-15 Econ. Prob.	4	4	4	4	
67 Soc. Probs.	8	4	44-31 Bus. Finance	4	4	44-32 Bus. Finance	4	4	4	4	
or			30-05 Public Spkg.	4	4	30-06 Public Spkg.	4	4	4	4	
55 Educ. Psych.	8	4	45-33 Mgt. Probs.			45-34 Mgt. Probs.					
			Pers.	3	3	Prod.	3	3	3	3	
			25-35 Ind. Psych.	3	3	25-36 Ind. Psych.	3	3	3	3	
	16		8		18		18		18		18
FOURTH YEAR											
TERM 10*			TERM 11			TERM 12					
Cost for Mgt.	10	5	20-20 Statistics	3 (2)	7 4	20-21 Statistics	3 (2)	7 4	4	4	
Elective	5	2½	20-18 Am.Ec.Hist.	4	4	42-44 Wage Adm.	3	3	3	3	
			46-41 Leg. Asp. of			46-42 Leg. Asp. of					
			Bus. I	4	4	Bus. II	4	4	4	4	
			20-26a LaborEcon.	3	3	42-17 Prob. in Pers.	3	3	3	3	
			42-52 Mot.& Time	2 (2)	5 3	30-08 Bus. Comm.	3	3	3	3	
	15		7½		16 (4)	18		16 (2)	17		17
FIFTH YEAR											
TERM 13*			TERM 14			TERM 15					
Bud. Proc.	5	2½	20-40 Bus.&Govt.	4	4	20-28Comp.Ec.Sys.	4	4	4	4	
Elective	5	2½	46-55 Labor Law	3	3	or					
Elective	5	2½	30-10 Probs. in Wr.	3	3	20-65 Res. Meth.	4	4	4	4	
			20-25a Bus. Cycles	3	3	26-17 Urban Soc.	4	4	4	4	
			30-47 Mod. Novel	4	4	42-62 Sem.Col.Bg.	4	4	4	4	
			50-10 Place. Tech.	2	1 1	45-50 Prod.Control	4	4	4	4	
	15		7½		19		18		16		16

† Summer term — 5 weeks.

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Curriculum in Marketing and Advertising

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	
20-01	Econ. Geog.	3	3	20-02	Econ. Geog.	3	3	20-04	Int. to Econ.	3	
22-01	Am. Govt.	3	3	22-02	Am. Govt.	3	3	22-03	Am. Govt.	3	
41-01	Prin. of Acct.	4	4	41-02	Prin. of Acct.	4	4	41-03	Prin. of Acct.	4	
27-11	Hist. Civil.	4	4	27-12	Hist. Civil.	4	4	27-13	Hist. Civil.	4	
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	
17 (2) 17				17 (2) 17				17 (2)			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
30-04	English Lit.	5	2½	43-21	Prin. of Mktg.	3	3	43-22	Prin. of Adv.	3	
20-09	Int. to Stat.	3 (6)	9	44-20	Int. to Fin.	3	3	44-22	Prin. of Ins.	3	
	Graphic Pres.			45-21	Prin. of Bus.			45-22	Prin. of Bus.		
27-14	Hist. Civil.	4	2		Mgt.	3	3		Mgt.	3	
				41-27	Acctg. State.	4	4	41-28	Int. to Cost		
								Acctg.	4		
				25-01	Int. to Psych.	4	4	25-02	Gen. Psych.	4	
12 (6) 7½				17 17				17			

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
20-13	Econ. Prin.	8	4	20-14	Econ. Probs.	4	4	20-15	Econ. Probs.	4	
26-07	Soc. Probs.	8	4	30-05	Public Spkg.	4	4	30-06	Public Spkg.	4	
	or			43-30	Salesmans' p	3	3	43-31	Copy Wtg.	3	
25-15	Educ. Psych.	8	4	43-32	Sales Mgt.	3	3	43-33	Sales Mgt.	3	
				44-31	Bus. Finance	4	4	44-32	Bus. Finance	4	
16 8				18 18				18			

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
30-10s	Prob. in Wr.	5	2½	20-20	Statistics	3 (2)	7 4	20-21	Statistics	3 (2)	7
	Elective	5	2½	20-18	Am. Ec. Hist.	4	4	43-40	Advtg. Prod.	4	5
	Elective	5	2½	46-41	Leg. Asp. of			46-42	Leg. Asp. of		
				Bus. I	4	4		Bus. II	4	4	
				43-44	For. Mktg.	2	2	30-17	Lit. (Shake-	3	3
				43-43	Mktg. Res.	4	4	speare)	3	3	
15 7½				17 (2) 18				43-46	Cr. & Coll.	3	3
								17 (2) 7			

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
30-08s	Bus. Comm.	5	2½	20-40	Bus. & Govt.	4	4	20-28	Comp. Ec. Sy.	4	4
	Elective	5	2½	43-61	Seminar in			or			
	Elective	5	2½		Mktg. &			20-65	Res. Meth.	4	4
					Advtg.	3	3	46-56	Law of Merch.	4	4
				43-53	Prob. in Adv.	3	3	43-52	Ret. Merch.	4	4
				30-47	Mod. Novel	4	4	43-54	Prob. in Adv.	4	4
				23-06	Rec. Eur.			or			
				Hist.	3	3		43-50	Ind. Mktg.	4	4
				50-10	Place. Tech.	2	1 1				
15 7½				19 18				16 6			

*Summer term — 5 weeks.

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Curriculum in Finance and Insurance

FIRST YEAR†

TERM 1			TERM 2			TERM 3		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
01 English	3	3	30-02 English	3	3	30-03 English	3	3
01 Econ. Geog.	3	3	20-02 Econ. Geog.	3	3	20-04 Int. to Econ.	3	3
01 Am. Govt.	3	3	22-02 Am. Govt.	3	3	22-03 Am. Govt.	3	3
01 Prin. of Acct.	4	4	41-02 Prin. of Acct.	4	4	41-03 Prin. of Acct.	4	4
01 Hist. Civil.	4	4	27-12 Hist. Civil.	4	4	27-13 Hist. Civil.	4	4
0 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0
<hr/>			<hr/>			<hr/>		
17 (2) 17			17 (2) 17			17 (2) 17		

SECOND YEAR

TERM 4*			TERM 5			TERM 6		
04 English Lit.	5	2½	43-21 Prin. of Mktg.	3	3	43-22 Prin. of Adv.	3	3
09 Int. to Stat.	3 (6) 9	3	44-20 Int. to Fin.	3	3	44-22 Prin. of Ins.	3	3
Graphic Pres.			45-21 Prin. of Bus.			45-22 Prin. of Bus.		
04 Hist. Civil.	4	2	Mgt.	3	3	Mgt.	3	3
			41-27 Acctg. State.	4	4	41-28 Int. to Cost		
						Acctg.	4	4
			25-01 Int. to Psych.	4	4	25-02 Gen. Psych.	4	4
<hr/>			<hr/>			<hr/>		
12 (6) 7½			17 17			17 17		

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
03 Prin. of Econ.	8	4	20-14 Econ. Probs.	4	4	20-15 Econ. Probs.	4	4
07 Soc. Probs.	8	4	44-31 Bus. Finance	4	4	44-32 Bus. Finance	4	4
or			44-33 Life Ins.	3	3	44-34 Prop. Ins.	3	3
05 Educ. Psych.	8	4	30-05 Public Spkg.	4	4	30-06 Public Spkg.	4	4
			44-43 Math. of Fin.	3	3	44-44 Math. of Fin.	3	3
<hr/>			<hr/>			<hr/>		
16 8			18 18			18 18		

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
00s Probs. in Wr.	5	2½	20-20 Statistics	3 (2) 7	4	20-21 Statistics	3 (2) 7	4
Elective	5	2½	20-18 Am. Ec. Hist.	4	4	20-24a Mon. & Bkg.	3	3
Elective	5	2½	46-41 Leg. Asp. of			46-42 Leg. Asp. of		
			Bus. I	4	4	Bus. II	4	4
			44-41 Invest. I	3	3	44-42 Invest. II	3	3
			20-51a Pub. Fin.	3	3	43-46 Cred. & Coll.	3	3
<hr/>			<hr/>			<hr/>		
15 7½			17 (2) 18			16 (2) 17		

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
00s Bus. Comm.	5	2½	20-40 Bus. & Govt.	4	4	20-28 Comp. Ec. Sy.	4	4
Elective	5	2½	46-57 Law of Corp.			or		
Elective	5	2½	Fin. & Ins.	4	4	20-65 Res. Meth.	4	4
			20-25a Bus. Cycles	3	3	44-62 Seminar	4	4
			44-51 Trust Mgt.	3	3	44-52 Secur. Mkts.	4	4
			23-06 Rec. Eur.			30-48 Mod. Drama	4	4
			Hist.	3	3			
			50-10 Place. Tech.	2	1 1			
<hr/>			<hr/>			<hr/>		
15 7½			19 18			16 16		

† Summer term — 5 weeks.

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Curriculum in Business Management

FIRST YEAR†

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
30-01	English	3	3	30-02	English	3	3	30-03	English	3	3
20-01	Econ. Geog.	3	3	20-02	Econ. Geog.	3	3	20-04	Int.toEcon.	3	3
22-01	Am. Govt.	3	3	22-02	Am. Govt.	3	3	22-03	Am. Govt.	3	3
41-01	Prin. of Acct.	4	4	41-02	Prin. of Acct.	4	4	41-03	Prin. of Acct.	4	4
27-11	Hist. Civil.	4	4	27-12	Hist. Civil.	4	4	27-13	Hist. Civil.	4	4
16-10	Phys. Ed.	0 (2)	0	16-11	Phys. Ed.	0 (2)	0	16-12	Phys. Ed.	0 (2)	0
			17 (2)				17 (2)				17 (2)

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
30-04	English Lit.	5	2½	43-21	Prin.ofMktg.	3	3	43-22	Prin. of Adv.	3	3
20-09	Int. to Stat.	3 (6)	9	44-20	Int. to Fin.	3	3	44-22	Prin. of Ins.	3	3
	Graphic Pres.			45-21	Prin. of Bus.			45-22	Prin. of Bus.		
27-14	Hist. Civil.	4	2		Mgt.	3	3		Mgt.	3	3
				41-27	Acctg.State	4	4	41-28	Int. to Cost		
					Acctg.				Acctg.	4	4
				25-01	Int.toPsych.	4	4	25-02	Gen. Psych.	4	4
			12 (6)				17				17

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
20-13	Econ. Prin.	8	4	20-14	Econ. Probs.	4	4	20-15	Econ. Probs.	4	4
26-07	Soc. Probs.	8	4	44-31	Bus. Finance	4	4	44-32	Bus. Finance	4	4
	or			30-05	Public Spkg.	4	4	30-06	Public Spkg.	4	4
25-25	Educ. Psych.	8	4	25-35a	Ind. Psych.	3	3	25-36a	Ind. Psych.	3	3
				45-33	Mtg. Probs.			45-34	Mgt. Probs.		
					Pers.	3	3		Prod.	3	3
			16				18				18

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
41-33	Cost for Mgt.	10	5	20-20	Statistics	3 (2)	7	20-21	Statistics	3 (2)	7
	Elective	5	2½	20-18	Am.Ec.Hist.	4	4	43-46	Cred.&Coll.	3	3
				46-41	Leg. Asp. of			46-42	Leg. Asp. of		
					Bus. I	4	4		Bus. II	4	4
				20-26a	Labor Ec.	3	3	42-44	Wage Adm.	3	3
				30-10	Probs. in Wr.	3	3		or		
								45-45	Trans. Prac.	4	4
								30-08	Bus. Comm.	3	3
			15				17 (2)				16 (2)

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
41-42	BudgetProc.	5	2½	20-40	Bus.&Govt.	4	4	20-28	Comp.Ec.Sy.	4	4
	Elective	5	2½	43-43	Mktg. Res.	4	4		or		
	Elective	5	2½	45-52	Mgt.ofSales	2	2	20-65	Res. Meth.	4	4
				42-52	Mot.&Time	2 (2)	5		(By petition on		
					or			46-56	LawofMerch.	4	4
				45-61	Mgt. Sem.	3	3	43-52	RetailMerch.	4	4
				30-47	Mod. Novel	4	4		or		
				50-10	Place. Tech.	2	1	45-46	Traffic Mgt.	4	4
			15				18 (2)	45-50	Prod. Cont.	4	4
			7½				18				16

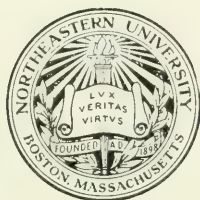
*Summer term — 5 weeks.

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NORTHEASTERN UNIVERSITY

COLLEGE OF
ENGINEERING

Courses of Study
1957-1958



(COEDUCATIONAL)

BOSTON 15, MASSACHUSETTS
January, 1957

THE COLLEGE OF ENGINEERING

Aims and Methods

It is the purpose of the College of Engineering to provide educational programs which will effectively prepare students to become professional practitioners, to enter graduate schools, or to accept employment in the many industrial fields in which an engineering background is helpful. Principally concerned with undergraduate instruction, the College is operated upon the Co-operative Plan and offers five-year curricula leading to the baccalaureate degree in civil, mechanical, electrical, chemical, and industrial engineering.

The academic program begins with a 30-week freshman year of full-time study during which the student continues to build the foundation in mathematics, the physical sciences, and means of expression that were begun in high school. Co-operative work in the same general field of engineering for which he is preparing begins with the second year and continues throughout the upperclass program. Thus the student has an opportunity to gain some insight into problems of actual engineering practice as he progresses through the course of study at the college.

In keeping with recent trends in engineering education, the co-operative curricula at Northeastern comprise a balanced sequence of courses in which the technological disciplines occupy about four-fifths of the student's program and the humanistic or general studies about one-fifth. These two aspects of the undergraduate curriculum are integrated throughout the entire five years so that growth in cultural understanding proceeds hand in hand with development of technical knowledge and skill. This plan, widely utilized in engineering education, is quite different from that in legal or medical education in which the general studies precede the professional training, but it has proved to be highly effective in the preparation of engineers and industrial leaders.

The courses of study in the first year are identical for all engineering students and it is possible for any of them to change his curriculum at the end of the freshman year without loss of time. Emphasis throughout all curricula is laid upon fundamental concepts and skills so that the student may develop an adequate foundation upon which to base his professional development. In the undergraduate programs relatively little time can be devoted to courses in specialized aspects of current engineering practice. These must in the main be given in graduate schools where specialization is appropriate and possible.

Undergraduate curricula at Northeastern are designed to develop young men and women with well-balanced personal qualities, a sense of civic responsibility, an understanding of industrial job requirements, and a technical competence sufficient to begin a professional career. Instruction both in the classroom and in the laboratory is designed to place maximum emphasis upon individual initiative and responsibility and to develop the student's powers of analysis.

Because an engineering education teaches the student to search out the truth, to think clearly, and to formulate conclusions based upon a solid foundation of facts, engineers are being called upon more and more to occupy positions of responsibility in the management of our great industrial enterprises. Even in such diverse fields as banking, public health, and public administration, this so-called engineering approach is in demand.

Day graduate programs are available in the Departments of Electrical Engineering and of Physics leading to the Master's Degree. The former is a co-opera-

tive program in which the graduate student spends 40 weeks in classes and 40 weeks at work, either at the University in teaching or research or in industry. In Physics, conventional two-year fellowships are available.

The Graduate Division of the college offers a series of programs during evening hours for young engineers employed in the Greater Boston area. These graduate curricula in certain fields of civil, electrical, and mechanical engineering lead to the degree of Master of Science in Engineering. Curricula are also available leading to the degrees of Master of Science in Chemistry, in Mathematics-Physics, and in Communications.

Admission Requirements

Applicants for admission to the freshman class must qualify by graduation from an approved course of study in an accredited secondary school, including the prescribed subjects listed on page 28.

Graduation Requirements

The College of Engineering offers five-year curricula, conducted on the Co-operative Plan, leading to the following degrees:

1. Bachelor of Science in Civil Engineering
2. Bachelor of Science in Mechanical Engineering
3. Bachelor of Science in Electrical Engineering
4. Bachelor of Science in Chemical Engineering
5. Bachelor of Science in Industrial Engineering

These curricula are described in the following pages. Since the first year is the same for all engineering students, final choice of curriculum need not be made until the beginning of the second year.

Candidates for the Bachelor of Science degree must complete all of the prescribed work of the curriculum in which they seek to qualify. A total of 232 credit hours (equivalent to 145 semester hours) is required for the degree. Students who undertake co-operative work assignments must meet the requirements of the Department of Co-operative Work before they become eligible for their degrees.

No student transferring from another college or university is eligible to receive the S.B. degree until he has completed at least one academic year at Northeastern immediately preceding his graduation.

Scholarship Requirements

The degree conferred not only represents the formal completion of the subjects in the selected course of study but also indicates professional competence in the designated field of specialization. Those who are clearly unable to meet the accepted standard of attainment will be required to withdraw from the University.

Graduation with Honor

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Engineering Curricula

Civil Engineering

The field of civil engineering has to do with the planning and building of all kinds of structures and public works. None of the structures of civil engineers lend themselves to quantity production in a factory. Not only are civil engineering works designed to fit a single location, but ordinarily their value is dependent upon their ability to resist forces tending to move them.

Civil engineering is as old as civilization itself and, until recent times, it embraced all phases of engineering except those of a military character. Today its major branches include topographical, municipal, railroad, highway, structural, hydraulic, and sanitary engineering. It covers land surveying, soil mechanics, the building of railroads, harbors, docks, and similar structures, the construction of sewers, water works, streets, and highways, the design and construction of flood control projects, bridges, buildings, walls, foundations, and of all fixed structures.

Because civil engineering covers such a broad field, it is not possible to become expert in all its branches. All of these, however, rest upon a relatively compact body of principles and, broadly speaking, it may be said that the civil engineer deals largely with accurate descriptions of locations (surveys) and with applications of the mechanics of resistance to motion (statics).

Since the first step in every civil engineering project involves accurate measurement of the surface features of the land, of the nature of the soil, and of the character of the underlying rock, the study of surveying and related subjects occupies a large place in the civil engineering curriculum. And since the primary consideration in designing any structure is to make certain that it will withstand safely any force to which it may be subjected, the mechanics of static bodies, strength of materials, and theory of structures are studied in detail. The curriculum is thus intended to prepare the young civil engineer to take up the work of design and construction of structures, to solve the problems of water supply and waste disposal in urban areas, and intelligently to undertake the supervision of work in allied fields of engineering and in general contracting.

Upon graduation, the young engineer may expect a period of apprenticeship either in the field, surveying and plotting, or in the office, over the drafting board. As experience is gained, the graduate is entrusted with greater responsibilities in actual design and supervision of construction. Those who prefer a roving existence should direct their ambitions toward private fields, while those who prefer a stable home and community life will seek opportunities in the public service of the Federal Government and the various states and municipalities.

Curriculum in Civil Engineering

FIRST YEAR†

TERM 1				TERM 2				TERM 3								
Course	Cl.	Pr.	Cr.	No.	Course	Cl.	Pr.	Cr.	No.	Course	Cl.	Pr.	Cr.			
Gen. Chem.	3	(3)	4	11-02	Gen. Chem.	3	(3)	4	11-03	Gen. Chem.	3	(3)	4			
Eng'g Draw.	0	(6)	3	3	12-02	Eng'g Draw.	0	(6)	3	3	12-03	Desc. Geom.	0	(6)	3	3
Col. Alg.	5		7	4	14-02	Trig.	5		7	4	14-03	Anal. Geom.	5		5	5
Physics	3		3	3	15-02	Physics	3		3	3	15-03	Physics	3		3	3
English	3		3	3	30-02	English	3		3	3	30-03	English	3		3	3
Phys. Ed.	0	(2)	0	16-11	Phys. Ed.	0	(2)	0	0	16-12	Phys. Ed.	0	(2)	0	0	0
<hr/>				<hr/>				<hr/>								
14 (11) 17				14 (11) 17				14 (11) 18								

SECOND YEAR

TERM 4*				TERM 5				TERM 6					
Gen. Chem.	3	(3)	2	1-10 Surveying	3	(3)	3	3	2-20 App. Mech.	4		4	4
Mach. Drwg.	0	(6)	6	3-01 Elec. Eng'g	3		3	3	3-02 Elec. Eng'g	3		3	3
Intro. Calc.	5		2½	14-05 Diff. Calc.	4		4	4	14-06 Int. Calc.	4		4	4
Physics	5		2½	15-05 Physics	4	(3)	5	5	15-06 Physics	3	(3)	4	4
				23-30 Mod. Dem.	3		3	3	23-31 Mod. Dem.	3		3	3
	13	(9)	9		17	(6)	18			17	(3)	18	

THIRD YEAR

TERM 7*				TERM 8				TERM 9					
App. Mech.	6	3		1-11 Surveying	4	(3)	5	4	1-12 Surveying	3	(3)	3	3
Psychology	6	3		2-22 Str. of Mat.	4			4	1-20 Hydraulics	3			3
Literature	6	3		2-80 Heat Eng'g	4			4	2-23 Str. of Mat.	3			3
				3-03 Elect. Eng'g	3			3	14-07 Diff. Equa.	4			4
				20-11 Economics	3			3	20-12 Economics	3			3
									44-13 Constr. Fin.	2			2
	18	9			18	(3)		18		18	(3)		18

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Surveying	2(12)	3	1-21 Hydraulics	3	3	1-41 Struct. Anal.	4	4
Psychology	6	3	1-40 Struct. Anal.	3	3	1-50 Concrete	3	3
Literature	6	3	1-49 Conc.T.Lab.	1	(4) 4 3	1-54 Des.ofStruc.	2 (4) 0	2
			2-24 Adv. Mech.	3	3	1-58 Eng'g Geol.	3	3
			2-43 Mat. and Proc.	3	3	2-64 Test. Mat. Lab.	1 (4) 4	3
			Lib. Elect.	3	3	Lib. Elect.	3	3
	14(12)	9		16 (4)	18		16 (8)	18

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
Eff. Spkg.	6	3		1-24 San. Eng'g	4	4		1-25 San. Eng'g	3 (3)	4	
Contracts and				1-30 Transport.	3	3		1-31 Transport.	2	2	
Agency	6	3		1-42 Struct. Anal.	3	3		1-43 Struct. Anal.	4	4	
Lib. Elect.	6	3		1-51 Concrete	4	4		1-56 Des. of Str.	0 (9)	3	
				1-55 Des. of Str.	3	3		1-57 Found. Eng'g	2	2	
				50-01 Prof. Devel.	3	1		1-60 Cons. Cost	3	3	
	18	9			20	18			14(12)	18	

† Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

Mechanical Engineering

The field of mechanical engineering is concerned with the harnessing of power resources by means of machinery to perform useful work. With the increasing mechanization of all industry which has taken place during the last century, the field has so broadened as to include all lines of industry.

In contrast to the civil engineer who deals primarily with static forces, the mechanical engineer is more concerned with the mechanics of motion or kinetics. And because moving parts require constant care and adjustment, the mechanical engineer has the task not only of designing and installing complicated machinery but also of operating it efficiently after it has been installed.

Among the major branches of mechanical engineering are included combustion or power production engineering, machine and machine-tool design, railway mechanical engineering, automotive engineering, aeronautical engineering, refrigerating engineering, and air conditioning engineering. The construction and operation of furnaces, boilers, and engines, the design of all kinds of machinery from pocket watches to steel mills, the construction and operation of railway and other transportation equipment including automobiles and airplanes, and even control of atmospheric conditions by means of heating and air conditioning equipment, all fall in this field.

Since machinery is so predominantly the concern of the mechanical engineer, the program of study is designed to give the student considerable training in the principles underlying the design and operation of engines, power transmission devices, machine tools, and other machinery. This, of course, implies a thorough study of the physical laws concerning motion and transfer of energy. Applied mechanics and thermodynamics occupy a prominent place in the curriculum. The program of instruction thus gives the student a broad foundation in those fundamental subjects essential to all engineering practice and, in the senior year, provides for limited specialization.

For those students desiring to specialize in the field of industrial management, attention is called to the curriculum in industrial engineering, the basic training of which is essentially the same as that in mechanical engineering.

The graduate mechanical engineer generally finds employment in an industrial plant, either in design and research or in plant operation and maintenance. And if his abilities lie in that direction, he frequently is entrusted after a time with greater and greater responsibility for the successful management of the enterprise.

Curriculum in Mechanical Engineering

ST YEAR†

TERM 1				TERM 2				TERM 3					
Course	Cl.	Pr.	Cr.	No.	Course	Cl.	Pr.	Cr.	No.	Course	Cl.	Pr.	Cr.
1 Gen. Chem.	3	(3)	4	11-02 Gen. Chem.	3	(3)	4		11-03 Gen. Chem.	3	(3)	4	
1 Eng'g Draw.	0	(6)	3	12-02 Eng'g Draw.	0	(6)	3	3	12-03 Desc. Geom.	0	(6)	3	3
1 Col. Alg.	5		7	4	14-02 Trig.	5		7	4	14-03 Anal. Geom.	5		5
1 Physics	3		3	3	15-02 Physics	3		3	3	15-03 Physics	3		3
1 English	3		3	3	30-02 English	3		3	3	30-03 English	3		3
0 Phys. Ed.	0	(2)	0	0	16-11 Phys. Ed.	0	(2)	0	0	16-12 Phys. Ed.	0	(2)	0
<hr/>				<hr/>				<hr/>					
14 (11) 17				14 (11) 17				14 (11) 18					

OND YEAR

TERM 4*				TERM 5				TERM 6			
4 Gen. Chem.	3	(3)	2	3-01 Elect. Eng'g	3	3	2-20 App. Mech.	4	4		
4 Mach. Drwg.	0	(6)	6	14-05 Diff. Calc.	4	4	3-02 Elect. Eng'g	3	3		
4 Intro. Calc.	5		2½	15-05 Physics	4	(3)	14-06 Int. Calc.	4	4		
4 Physics	5		2½	23-30 Mod. Dem.	3	3	15-06 Physics	3	(3)	4	
				30-15 Literature	3	3	23-31 Mod. Dem.	3	3		
	13	(9)	9		17	(3)	18		17	(3)	18

RD YEAR

TERM 7*				TERM 8				TERM 9			
Surveying	6	(6)	6	3	2-22 Str. of Mat.	4	4	1-20 Hydraulics	3	3	
App. Mech.	6			3	2-81 Heat Eng'g	4	4	2-13 Mechanism	3	3	
Psychology	6			3	3-03 Elect. Eng'g	3	3	2-23 Str. of Mat.	3	3	
					14-07 Diff. Eq.	4	4	2-82 Heat Eng'g	3	3	
					20-11 Economics	3	3	14-20 Adv. Math.	3	3	
								20-12 Economics	3	3	
	18	(6)		9		18	18		18		18

RTH YEAR

TERM 10*				TERM 11				TERM 12			
Heat Eng'g	6	3		2-27 Fluid Mech.	3	3		2-24 Adv. Mech.	3	3	
Psychology	6	3		2-43 Mats. and				2-28 Fluid Mech.	3	3	
Literature	6	3		Proc.	3	3		2-61 Mech.E.Lab.	0	(3)	3
				2-84 Heat Eng'g	4	4		2-85 Heat Eng'g	4		4
				2-60 Mech.E.Lab.	0	(3)	3	5-11 Ind. Mgt.	3		3
				5-10 Ind. Mgt.	3		2	Lib. Elect.	3		3
				Lib. Elect.	3		3				
	18		9		16	(3)	18		16	(3)	18

TH YEAR

TERM 13*				TERM 14				TERM 15			
Metal Proc.	4	(6)	3	1-46 Structures	3		3	1-47 Structures	3		3
Eff. Spkg.	6		3	2-14 Mach.Design	3	(3)	4	2-15 Mach.Design	3	(3)	4
Lib. Elect.	6		3	2-26 Eng.Dyn.	3		3	2-44 Phys. Met.	3	(3)	4
				2-86 Heat Eng'g	4		4	2-63 Mech.E.Lab.	0	(4)	5
				2-62 Mech.E.Lab.	0	(4)	5	2-87 Pwr.Pl.			
				50-01 Prof. Devel.	3		0	Eng'g	4		4
	16	(6)	9		16	(7)	18		13	(10)	18

† Summer term — 5 weeks.

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Electrical Engineering

Electrical engineering is still comparatively new; it was barely two generations ago that Thomas Edison built the first central electric power station in New York City, and it was only a generation ago that the radio made its first appearance. In consequence, we find this branch of engineering more closely related to research in pure science than are the older branches of civil and mechanical engineering. Moreover, the tremendous developments of the past decade in theoretical physics have been largely in areas closely related to electrical engineering as exemplified by Radar, Amplidyne and similar tools used in World War II, so that today great opportunities for intellectual pioneering exist in this field of engineering.

The electrical industry and the field of electrical engineering are usually divided into two main branches, one having to do with electrical power and the other, communications, with the field of electronics overlapping both. The power group deals principally with large equipment and apparatus employing heavy currents; the communications group handles smaller, more delicate equipment employing small or even minute currents. Electrical engineering thus embraces the generation, transmission, and distribution of electricity for light and power purposes, the operation of all types of electrical equipment including telephone, telegraph, industrial electronics, radio, television and ultra-high frequency as well as lamps, motors, and household appliances. In addition, the field of illuminating engineering, having to do with the problems of proper light intensities, has in recent years assumed increasing importance.

Since electricity is without material embodiment and can be treated only by mathematical reasoning, the electrical engineer is frequently required to use complex higher mathematics. It is also absolutely essential that the electrical engineer who hopes to make a success of his work be able to grasp readily and absorb effectively the meaning and content of the many scientific papers having to do with research in this field. For these reasons, the program of study in electrical engineering includes more work in the pure sciences of mathematics and physics than do the other courses, as well as a solid grounding in engineering fundamentals. This is followed by a thorough study of electrical theory and its applications in the power, high voltage, and electronics fields.

The profession of electrical engineering affords a wide diversification of employment opportunities. If one is research-minded, opportunity to develop one's talents may be found in one of the great laboratories; if one is more interested in plant problems, opportunity can be found in the manufacturing or operating organizations; and if one is sales-minded, he may find a career as a sales engineer.

Curriculum in Electrical Engineering

1ST YEAR†

TERM 1			TERM 2			TERM 3		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
1 Gen. Chem.	3 (3)	4	11-02 Gen. Chem.	3 (3)	4	11-03 Gen. Chem.	3 (3)	4
1 Eng'g Draw.	0 (6)	3 3	12-02 Eng'g Draw.	0 (6)	3 3	12-03 Desc. Geom.	0 (6)	3 3
1 Col. Alg.	5	7 4	14-02 Trig.	5	7 4	14-03 Anal. Geom.	5	5
1 Physics	3	3	15-02 Physics	3	3	15-03 Physics	3	3
1 English	3	3	30-02 English	3	3	30-03 English	3	3
0 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0
	14 (11)	17		14 (11)	17		14 (11)	18

2ND YEAR

TERM 4*			TERM 5			TERM 6		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
4 Gen. Chem.	3 (3)	2	3-51 Elec. Eng'g	3	3	2-20 App. Mech.	4	4
4 Mach. Drwg.	0 (6)	6 2	14-05 Diff. Calc.	4	4	3-52 Elec. Eng'g	3	3
4 Intro. Calc.	5	2½	15-05 Physics	4 (3)	5	14-06 Int. Calc.	4	4
4 Physics	5	2½	23-30 Mod. Dem.	3	3	15-06 Physics	3 (3)	4
			30-15 Literature	3	3	23-31 Mod. Dem.	3	3
	13 (9)	9		17 (3)	18		17 (3)	18

3RD YEAR

TERM 7*			TERM 8			TERM 9		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
1 App. Mech.	6	3	2-22 Str. Mat.	4	4	1-20 Hydraulics	3	3
3 Elec. Eng'g	6	3	2-43 Mat. and Proc.	3	3	3-10 D.C. Mach.	4	5 3
7 Psychology	6	3	2-80 Heat Eng'g	4	4	3-70 Electronics	3	3
			14-07 Diff. Eq.	4	4	14-20 Adv. Math.	3	3
			20-11 Economics	3	3	20-12 Economics	3	3
	18	9		18	18	30-16 Literature	3	3

4TH YEAR

TERM 10*			TERM 11			TERM 12		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
2 Elec. E. Lab.	2 (6)	10 3	3-15 Polyphase A.C. Circ.	3	3	3-20 Transformer Theory	3	3
2 Transients	6	3	3-18 E.Meas.Lab.	1 (3)	5 3	3-22 A.C. Test L.	1 (3)	5 3
3 Psychology	6	3	3-19 El.F'ld.Theo.	3	3	3-23 Electron L.	0 (3)	6 3
			3-71 Electronics	3	3	3-29 Ad.F'ldTheo.	3	3
			5-10 Ind. Mgt.	3	3	3-72 Electronics	3	3
			Lib. Elect.	3	3	Lib. Elect.	3	3
	14 (6)	9		16 (3)	18		13 (6)	18

5TH YEAR

TERM 13*			TERM 14			TERM 15		
Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.	No. Course	Cl.	Pr.Cr.
4 Comm. Lab.	2 (6)	10 3	3-26 Syn. Mach.	4	4	3-30 Ind. Mach.	3	3
4 Comm. Lab.	2 (6)	10 3	3-28 Trans. Lines	3	9 4	3-32 Filters	3	3
Lib. Elect.	6	3	3-35 Ind.El.Lab.	2 (2)	5 3	3-34 Adv.E.E. Lab.	1 (3)	5 3
			3-60 Servo.	3	3	3-74 Electronics	3	3
			3-73 Electronics	3	3	30-07 Eff. Spkg.	3	3
			50-01 Prof. Devel.	3	0 1	46-03 Contracts and Agency	3	3
	10 (12)	9		18 (2)	18		16 (3)	18

Summer term — 5 weeks.

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Chemical Engineering

The field of chemical engineering is relatively new. It has grown out of the discoveries in the chemical laboratories which have served as a foundation for a great many new industries whose production processes involve chemical as well as physical changes. Petroleum refining, coal carbonization, plastics, manufacture of nylon and cellophane, and hundreds of other industries require men and women trained in chemistry as well as in engineering. Many older industries such as foods, textiles, paints and varnishes, and leather are also employing chemical engineers.

The chemical engineer has been defined as a "professional man experienced in the design, construction, and operation of plants in which materials undergo chemical and physical change." It is the duty of the chemical engineer to reduce the costs, increase production, and improve the quality of the products in the industry.

The chemical engineer must possess a working knowledge of the fundamental sciences and must understand and be able to work with people. In addition it is necessary that the chemical engineer recognize clearly the "correct appraisal of values and costs" and possess the ability to apply the knowledge possessed to the development and operation of chemical processes and plants.

In addition to the fundamental courses in chemistry, mathematics, and physics required of all engineering students, a considerable amount of time is devoted to more advanced work in chemistry as a foundation for the study of chemical technology. Instruction in the elements of mechanical and electrical engineering also gives the student a fairly broad engineering background upon which to base his study of chemical engineering unit operations. Courses of a liberal nature are included in the curriculum in order that the student may broaden his educational background. Since the field of chemical engineering is so varied, the curriculum has been designed to give the students a broad training rather than a specialized training for one specific industry. It is believed that this training will enable the students readily to acclimate themselves to whatever industry they may choose to enter.

Because of the complex nature of many chemical processes and because of the difficulty of translating laboratory results into full-scale plant operations, there has been developed in many chemical plants the so-called semi-works or pilot plant. Here new processes developed by the chemists in the research laboratory are put to the test of actual plant conditions on a small scale. And it is here that the young chemical engineers often find themselves upon graduation. If they are able to understand the chemist on the one side and the plant operator on the other, and if they are technically competent as well, they will soon find opportunities for advancement either in one of the technical branches of the industry, such as design, development, research, and production, or in the sales and management fields in which a knowledge of chemical engineering is essential.

Curriculum in Chemical Engineering

FIRST YEAR†

TERM 1				TERM 2				TERM 3					
Course	Cl.	Pr.Cr.		No.	Course	Cl.	Pr.Cr.		No.	Course	Cl.	Pr.Cr.	
1 Gen. Chem.	3	(3)	4	11-02 Gen. Chem.	3	(3)	4	11-03 Gen. Chem.	3	(3)	4	12-01	4
1 Eng'g Draw.	0	(6)	3	12-02 Eng'g Draw.	0	(6)	3	12-03 Desc. Geom.	0	(6)	3	13-01	4
1 Col. Alg.	5	7	4	14-02 Trig.	5	7	4	14-03 Anal. Geom.	5		5	14-01	5
1 Physics	3		3	15-02 Physics	3		3	15-03 Physics	3		3	15-01	3
1 English	3		3	30-02 English	3		3	30-03 English	3		3	30-01	3
0 Phys. Ed.	0	(2)	0	16-11 Phys. Ed.	0	(2)	0	16-12 Phys. Ed.	0	(2)	0	16-01	0
<hr/>				<hr/>				<hr/>					
14 (11) 17				14 (11) 17				14 (11) 18					

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
4 Gen. Chem.	3	(3)	2	11-10 Quant. Anal.	2	(3)	3	2-20 App. Mech.	4		4
3 Qual. Anal.	3	(6)	3	14-05 Diff. Calc.	4		4	11-12 Quant. Anal.	2	(3)	3
4 Intro. Calc.	5		2½	15-05 Physics	4	(3)	5	14-06 Int. Calc.	4		4
4 Physics	5		2½	23-30 Mod. Dem.	3		3	15-06 Physics	3	(3)	4
				30-15 Literature	3		3	23-31 Mod. Dem.	3		3
	16	(9)	9		16	(6)	18		16	(6)	18

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
1 App. Mech.	6	3	2-22 Str. Mat.	4	4	4-02 Ch.E.Calc.	3	3
1 Fl. of Fluids	5 (3)	3	2-81 Heat Eng'g	4	4	4-22 Ch.E.Econ.	4	4
6 Literature	6	3	11-16 Quant. Anal.	3 (3)	3 3	11-30 Phys. Chem.	4 (3)	5
			14-07 Diff. Eq.	4	4	14-20 Adv. Math.	3	3
			20-11 Economics	3	3	20-12 Economics	3	3
	17 (3)	9		18 (3)	18		17 (3)	18

FOURTH YEAR

TERM 10*				TERM 11				TERM 12					
9 Inorg. Chem.	4	(6)	3	4-11 Unit Oper.	4	(4)	10	6	4-12 Unit Oper.	4	(4)	10	6
7 Psychology	6		3	11-20 Org. Chem.	3	(6)	5		11-21 Org. Chem.	3	(6)	5	
7 Eff. Spkg.	6		3	11-33 Phys. Chem.	4	(2)	6	4	11-34 Phys. Chem.	4	(2)	6	4
				Lib. Elect.	3		3		Lib. Elect.	3		3	
	16	(6)	9		14	(12)	18			14	(12)	18	

FIFTH YEAR

TERM 13*				TERM 14				TERM 15				
3 Unit Oper.	3	(6)	9	3	3-04 Elec. Eng'g	3	(3)	4	3-05 Elec. Eng'g	3		3
3 Psychology	6			3	4-03 Ch.E. Ther.	4		4	4-21 Chem. Plts.	4		4
Lib. Elect.	6			3	4-31 Ch.Pr.Dev.	2	(6)	10	4-23 Eng. Mats.	3		3
					11-22 Org. Chem.	3		3	4-32 Ch.E.Des.	0	(6)	12
					50-01 Prof. Devel.	3		0	1	11-25 Qual. Organ.		
										Anal.Lab.	0	(6)
												2
	15	(6)		9		15	(9)	18		10	(12)	18

† Summer term — 5 weeks.

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Industrial Engineering

It has become increasingly evident that the success of a business or industrial organization, large or small, is dependent upon the skillful direction, supervision, and co-ordination of the various parts of the enterprise. The competent performance of these functions requires a constant supply of industrial managers well trained in the intelligent utilization of men, materials, machines, and money. Industrial engineering is the profession which supplies such individuals who, by aptitude and preparation, are able to apply engineering and scientific principles to the varied problems in the field of production management and effect solutions in the best interests of capital, labor, and consumer.

About sixty years ago, Frederick W. Taylor undertook to apply to the problems of industrial management what we now call "the scientific method" or "the engineering approach." He reasoned that it was management's business to know what constituted a proper day's work and that the way to get the facts was through research and experiment on a scientific basis. He defined "scientific management" not as any device or scheme or gadget, but as a new outlook — a new viewpoint based upon a solid foundation of fact. The methods employed by Taylor and by those who came after him have undergone some modification, but the concept of scientific management which he formulated has gained wider and wider recognition from both employers and employees.

This growing recognition of the value of a scientific approach to the problems of industrial management early created a demand for men and women trained in engineering and science, who possessed a knowledge of business as well, to assume positions of administrative responsibility in industry. To meet this demand, courses were established in many engineering colleges to provide a thorough training in engineering fundamentals together with a specialized training in business administration, which would prepare the students for managerial responsibilities in technical industries. These curricula are variously entitled industrial engineering, administrative engineering or engineering administration, but all are designed to lead ultimately to positions of administrative or executive responsibility, rather than to positions which involve highly specialized engineering responsibility.

The curriculum in industrial engineering, then, provides a course of study which is essentially the same as that for mechanical engineering in the first three years. In the last two years, however, advanced engineering courses are replaced by courses in business management.

Upon graduation, the young industrial engineer may find his way into such factory staff departments as Methods Engineering, Production Planning and Control, Wage Administration, Quality Control, or Time Study. If he prefers, he may select work in Cost Accounting or Statistical Analysis; then again he may incline towards sales engineering activity and serve in the "field" as a Sales and Service representative.

More and more there is opportunity for the experienced Industrial Engineer to serve industry in a consulting capacity. Upon becoming especially skilled in his profession, he is called in by industry for assistance in the installation and maintenance of sound management principles, and in the reorganization of enterprises which have failed.

Curriculum in Industrial Engineering

FIRST YEAR†

TERM 1			TERM 2			TERM 3				
Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.	No.	Course	Cl.	Pr.Cr.
1 Gen. Chem.	3 (3)	4	11-02 Gen. Chem.	3 (3)	4	11-03 Gen. Chem.	3 (3)	4		
1 Eng'g Draw.	0 (6)	3 3	12-02 Eng'g Draw.	0 (6)	3 3	12-03 Desc. Geom.	0 (6)	3 3		
1 Col. Alg.	5	7 4	14-02 Trig.	5	7 4	14-03 Anal. Geom.	5	5		
1 Physics	3	3	15-02 Physics	3	3	15-03 Physics	3	3		
1 English	3	3	30-02 English	3	3	30-03 English	3	3		
0 Phys. Ed.	0 (2)	0	16-11 Phys. Ed.	0 (2)	0	16-12 Phys. Ed.	0 (2)	0		
<hr/>			<hr/>			<hr/>			<hr/>	
14 (11) 17			14 (11) 17			14 (11) 18				

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
4 Gen. Chem.	3 (3)	2		3-01 Elec. Eng'g	3	3		2-20 App. Mech.	4	4	
4 Mach. Drwg.	0 (6)	6	2	14-05 Diff. Calc.	4	4		3-02 Elec. Eng'g	3	3	
4 Intro. Calc.	5		2½	15-05 Physics	4 (3)	5		14-06 Int. Calc.	4	4	
Physics	5		2½	23-30 Mod. Dem.	3	3		15-06 Physics	3 (3)	4	
				30-15 Literature	3	3		23-31 Mod. Dem.	3	3	
	13 (9)		9		17 (3)	18			17 (3)		18

THIRD YEAR

TERM 7*			TERM 8			TERM 9		
4 App. Mech.	6	3	2-22 Str. Mat.	4	4	1-20 Hydraulics	3	3
7 Psychology	6	3	2-81 Heat Eng'g	4	4	2-23 Str. Mat.	3	3
5 Literature	6	3	5-10 Ind. Mgt.	3	3	2-82 Heat Eng'g	3	3
			14-07 Diff. Eq.	4	4	3-03 Elect. Eng'g	3	3
			20-11 Economics	3	3	5-11 Ind. Mgt.	3	3
						20-12 Economics	3	3
	18	9		18	18		18	18

FOURTH YEAR

TERM 10*			TERM 11			TERM 12		
Metal Proc.	4 (6)	3	2-27 Fluid Mech.	3	3	2-13 Mechanism	3	3
Ind. Stat. I	4 (4) 10	3	2-43 Mat. and			5-12 Meth. Time		
Psychology	6	3	Proc.	3	3	An.	3 (3)	4
			5-09 Ind. Stat. II	2 (2) 5	3	41-35 Ind. Acctg.	5	5
			5-17 Prod. Plan.			42-10 Pers. Admin.	3	3
			and Cont.	3	3	Lib. Elect.	3	3
			41-34 Ind. Acctg.	3	3			
			Lib. Elect.	3	3			
	14 (10)	9		17 (2)	18		17 (3)	18

FIFTH YEAR

TERM 13*			TERM 14			TERM 15		
2 Proc. Plan. & Tool Design 4 (6)	3		2-14 Mach. Des.	3 (3)	4	2-44 Phys. Met.	3 (3)	4
0 Contracts and Agency 6	3		2-67 Mech. E. Lab.	0 (4)	5 3	5-23 Plant Layout & Mat. Hdlg.	3 (6)	5
Lib. Elect. 6	3		5-13 Meth. Time An.	3 (4)	5 4	5-25 Eng'g Econ.	3	3
			5-18 Qual. Cont.	2 (2)	5 3	5-26 Seminar	3	3
			5-20 Job Eval.	3	3	30-07 Eff. Spkg.	3	3
			50-01 Prof. Devel.	3	0 1			
16 (6)	9		14 (13)	18		15 (9)	18	

† Summer term — 5 weeks.

Physically qualified male freshmen may elect ROTC if they so desire. Students accepted for the ROTC will not be required to take Physical Training in Terms 1, 2, 3, and will be permitted to substitute advanced ROTC courses for certain upperclass academic work as approved by the Dean up to a maximum of 12 credits.

NORTHEASTERN UNIVERSITY

RESERVE OFFICER TRAINING CORPS

Department of Military Science and Tactics

Courses of Study

1957-1958



BOSTON 15, MASSACHUSETTS

January, 1957

RESERVE OFFICERS' TRAINING CORPS

Curriculum

MILITARY SCIENCE

General Objectives

The Department of Military Science and Tactics is the instructional department of the Day Colleges which administers the Reserve Officers' Training Corps Program (ROTC), and conducts instruction in Military Science and Tactics. The Reserve Officers' Training Corps is regarded by Northeastern University as an integral part of its educational program, and the aim is to make ROTC available on a voluntary basis to all male undergraduate students of the Day Colleges who are otherwise qualified. The University believes that the leadership, citizenship and other military training available to students taking ROTC is beneficial in their overall development as future leaders and, therefore, encourages enrollment. The courses outlined in this section, accordingly, are available to students in all colleges of the University.

The Reserve Officers' Training Corps of the United States Army exists for the purpose of developing officers — leaders of men. It offers courses of instruction leading to a commission as a second lieutenant in the United States Army Reserve and Regular Army. The mission of ROTC is to have ready in time of national emergency a corps of educated, trained leaders for our nation. The Northeastern ROTC is an Army, Senior Division, Class CC (Civilian College) unit with branches in its Corps of Engineers and Signal Corps. Enrollment in ROTC is entirely voluntary.

The greatest benefit to the individual from ROTC training is its development of leadership qualities. Leadership — the ability to organize and direct the activities of others — is in high demand by business, industry, the social fields, the military service — almost all human enterprises.

Although the Department of Military Science and Tactics is an instructional department of the Day Colleges, it is also interested in many extracurricular student activities as part of its overall leadership development program. There exists, therefore, close association with the Department of Student Activities and activities associated with ROTC (listed under "Professional Societies and Clubs") have Army officers assigned by the University as Faculty Advisors. Also, ROTC students who gain positions of leadership on the campus in activities not directly associated with ROTC, such as publications, dramatics, athletics or student government, have thereby displayed leadership achievements which are valuable in ROTC training and which can be recognized in ROTC leadership potential ratings. The overall progress of a student in the University, as well as his military progress, is always considered in ROTC training. Among the ROTC activities, the Annual Military Ball is one of the most colorful campus events of the year. The Fall Awards Ceremony in honor of the University President, at which he presents ROTC scholarships and the Spring Awards Ceremony at which Distinguished Military Student badges and other awards are presented by University officials and representatives of donor societies, also are colorful events open to the entire "University Family."

The staff and faculty of the Department of Military Science and Tactics consists of officers, noncommissioned officers and civilians, assigned to Northeastern University by the Department of the Army, and of civilians furnished by the University. The total for 1956-1957 was 46 including 23 officers and 20 noncommissioned officers. All military members are especially selected because of professional competence, educational background and ability to fit into the "University Family." Officers are individually nominated for assignment to the University President and are assigned only after records have been reviewed and each individually has been accepted by the University.

The Department Chairman and Professor of Military Science and Tactics is a United States Army officer whose appointment has been mutually agreed upon by the University President and the Department of the Army.

Courses of Study

The program of instruction consists of a basic course and an advanced course, presented in two branches of the United States Army, Corps of Engineers and Signal Corps. Only Army ROTC is available at Northeastern. The basic course (MS I & MS II) requires three hours of instruction per week during the freshman year and four hours during the sophomore year. The Corps of Engineers limits its ROTC to students enrolled in engineering courses, but the Signal Corps, while especially desiring Electrical and other engineering students, also accepts non-technical students for ROTC. There are many command, administrative, personnel, business management and other position openings in the Signal Corps for non-technical college graduates. At Northeastern, students majoring in Civil, Mechanical, and Industrial Engineering are enrolled for Corps of Engineers instruction, while those majoring in Electrical and Chemical Engineering and all non-engineering majors in the Colleges of Business Administration, Education and Liberal Arts, are enrolled for Signal Corps instruction.

The basic course includes instruction common to all branches of the Army. Students completing the basic course are awarded a "Military Training Certificate" as evidence of successful completion of this course. This certificate indicates one's patriotic accomplishments and has positive value in many ways. Branch instruction starts with the advanced course for Corps of Engineers or Signal Corps. The advanced course (MS III & MS IV) is presented during the Middler, Junior, and Senior years. Graduates of the advanced course receive commissions as second lieutenants in the U. S. Army Reserve or Regular Army.

Enrollment in Basic Course

Enrollment in ROTC basic course is voluntary and is open to all male undergraduate students of the Day Colleges who are citizens of the United States, between the ages of 14 and 23 years, and physically qualified under Army standards. The basic course may be entered only at the beginning of the freshman year. Upperclassmen can not be accepted in the first year of Military Science.

Eligibility for the Advanced Course

The ROTC advanced course is available to male undergraduate students of the Day Colleges who complete the basic course, or to honorably discharged veterans whose service can be substituted for the basic course, who: are citizens of the United States and will not have reached 28 years of age at the time of commissioning; successfully complete such survey and general screening tests as may be prescribed; have three academic years to complete for graduation (two for full time); are selected by the PMST and the University within quotas available in any year; execute a written contract with the government; and successfully complete a U. S. Army physical examination.

Veterans

Honorably discharged veterans (enlisted) may be enrolled in ROTC with one or both years of the basic course waived, depending on prior service. They must be co-aligned in ROTC with other members of their class in the University curricula. Veterans are a distinct benefit to the Corps of Cadets because their actual experiences lend color to the program and help to orient cadets without such service. They are especially desired and are appointed cadet noncommissioned officers or officers upon enrollment. Certain credits are available to veterans depending upon service. Former commissioned officer veterans are not eligible for ROTC. However, if they are reserve officers, they can earn inactive duty credits by participating in ROTC on a free-time basis. They may apply to the PMST.

Transfer Students

Students transferring into Northeastern University from other institutions, where ROTC similar to that at Northeastern has been taken, are allowed credits for their work. The student's former records are obtained from his former PMST. Such transfer students must be co-aligned in ROTC with other students in their classes.

Uniforms and Equipment

An Army officer's type uniform is issued without cost to ROTC students in the basic course. Advanced course students wear an Army officer's uniform, with visor cap, which is made to measure. The Government furnishes \$100.00 towards this uniform and the student pays a small additional charge, but the uniform becomes the property of the student upon satisfactory completion of the course. All other equipment, text books, etc., required for instruction is provided without charge throughout the five-year program. These items remain the property of the Government and students must safeguard them and use them in accordance with University and ROTC regulations. A \$10.00 deposit is required temporarily from all basic course students enrolling in ROTC until uniforms and property are returned in good condition. Any loss or damage to ROTC uniforms and equipment, exceeding the deposit, will be charged to the student.

Academic Credit

Academic credit is given for all ROTC work — a total of 24 hours during five years. The basic course may be substituted for physical education as a prerequisite for graduation. Eighteen credit hours are granted for the advanced

course and twelve of these can be substituted for certain other courses as a prerequisite for graduation. Thus, time spent in the advanced course is not all over and above the regular curriculum. Many of the credit hours can be substituted for other elective academic work.

Pay and Other Benefits

ROTC benefits are both tangible and intangible. "Pay", earned by advanced course students, is actually a non-taxable allowance for subsistence at the rate of \$.90 daily. It is paid in increments of \$27.00 monthly during actual advanced-course instruction and also during Co-op terms up to a total of 595 days. Camp pay is \$78.00 monthly over and above housing, messing and medical care, which are free at camp. Transportation to and from camp is paid at the rate of \$.05 per mile. Total income from ROTC amounts to over \$700.00 paid over the final three years of ROTC. This (over \$2.00 per hour for the 300 hours of the advanced course) is an important supplement to co-operative work income in offsetting tuition costs. Cadets also compete for ROTC scholarships with a total value of \$975.00.

Intangible benefits are even more important than "pay" in the long run, especially leadership development. The ROTC student is trained to be confident and self-reliant, especially in the advanced course. He becomes a cadet officer as he enters the advanced course in his Middler year. For the final three years he gets a concentrated course in command, leadership and personality development under senior Regular Army officers who have been selected personally for their abilities in this respect. Cadets respond quickly to this personalized training. They learn to stand up before classmates and to talk. This helps them to obtain positions of leadership on the campus, in the community, or at their places of business. As cadets progress, they participate in troop command and management, in public speaking, in exercises requiring understanding of practical and applied psychology, and in other similar fields leading to leadership and personality development. Each year brings increased responsibilities. In the senior year, cadets are promoted to positions of high leadership in the cadet regiment, as platoon, company, battalion and regimental commanders, in grades of First Lieutenant, Captain, Major, Lieutenant Colonel and full Colonel. Top leaders in ROTC usually are top leaders on the campus.

There are many social activities and benefits associated with ROTC. Cadets are eligible for selection to honorary military societies such as Pershing Rifles and Scabbard and Blade, ROTC students compete for medals and other academic and leadership awards. They associate with many other cadets in the University ROTC Band, the University Rifle Club (Varsity, Freshman, Girl's and ROTC Rifle Teams), the Military Affiliate Radio System for "ham" radio operators, student chapters of national professional societies sponsored by the Armed Services, such as the Armed Forces Communications and Electronics Association and the Society of American Military Engineers, and in military news movies.

Deferments

Public Law 51 (Universal Military Training and Selective Service Act of 1951) permits students enrolled in ROTC, who are expected to attain appointments

as commissioned officers in the Army Reserve, to be deferred from service for as long as they remain in good standing. ROTC deferment remains in effect until graduation or withdrawal from the University. An ROTC deferment is a matter of law and is not dependent upon the conditions pertaining in any one Selective Service Board at any one time.

Distinguished Military Students

There are "military honors" for ROTC graduates similar to "academic honors" for regular graduates. Honor graduates of ROTC are called "Distinguished Military Graduates." If physically qualified and they apply for it, they can be commissioned in the Regular Army, instead of the Army Reserve, and enter into a Regular Army career exactly the same as graduates of the United States Military Academy at West Point. This is a splendid opportunity for those who are interested in the many advantages of a Regular Army career. In 1956, 17 of the 21 Distinguished Military Graduates, from the senior class of 139, applied for and were selected for the Regular Army. However, since ROTC is primarily for students who pursue civilian careers, the Distinguished Military Graduate who does not desire a Regular Army career benefits from his commencement "military honors" as he would from any other commencement honors.

Cadets are eligible to be designated "Distinguished Military Students" in their junior year, when they possess outstanding qualities of leadership, high moral character, and definite aptitude for the military service; have attained an academic standing in the upper half of the class and, further, have demonstrated leadership ability through achievements while participating in recognized campus activities. Such cadets, who maintain creditable standing up to graduation, are designated "Distinguished Military Graduates."

The Army as a Career

By following any curricula leading to a degree and by completing the ROTC Program, a student may qualify for a full-time career in the Regular Army on the same status as a graduate of the United States Military Academy, or for a full or part-time career in the United States Army Reserve. Any Distinguished Military Student can apply for appointment in the Regular Army and, if accepted and he is subsequently designated as a Distinguished Military Graduate, he enters the service with all conditions the same as for graduates of the United States Military Academy at West Point. Officers appointed in the United States Army Reserve also can select an active duty military career for an extended period if they so desire. Reserve officers on active duty receive the same pay and allowances as Regular Army officers and can retire and receive retired pay upon completion of specified years, exactly as for Regulars. A Reserve officer pursuing a civilian career, but participating in Reserve activities during evening training, receives pay and accrues credit towards retirement at age 60 (after 20 years' service), which results in retired pay in regular monthly payments for the rest of his life. This financial security benefit is the equivalent of a sizeable annuity and is a really worthwhile benefit for any military person.

TERM 1			TERM 2			TERM 3		
No.	Course	Pr. Cr.	No.	Course	Pr. Cr.	No.	Course	Pr. Cr.
61-01	Military Science I Mil. Fundamentals & Drill	1 (2) 0 1 — — — 1 1 (2) 1	61-02	Military Science I Amer. Mil. History	3 0 1 — — — 1	61-03	Military Science I Wpns&Mrks-ship	1 (2) 0 — — — 1
SECOND YEAR			TERM 5			TERM 6		
No.	Course	Pr. Cr.	No.	Course	Pr. Cr.	No.	Course	Pr. Cr.
61-10	Military Science II Mil. Fundamentals & Drill	1 (2) 1 — — — 1 1 (2) 1	61-11	Military Science II Map Reading NCO Drill	1 (1) 0 (2) 2 — — — 1	61-12	Military Science II Wpns & Tactics Elem. Comm.	2 (1) 3 1 1 — — — 1
THIRD YEAR			TERM 8			TERM 9		
No.	Course	Pr. Cr.	No.	Course	Pr. Cr.	No.	Course	Pr. Cr.
61-20	Military Science Intr. to Leadership	2 1 — — — 0 2	61-21	Military Science III Prin. of Telephony Leadership & Cmd.	3 3 (2) 1 — — — 3	61-22	Military Science III Mil. Teach. Mthds. Comm. Security	2 2 2 2 — — — 3
FOURTH YEAR			TERM 11			TERM 12		
No.	Course	Pr. Cr.	No.	Course	Pr. Cr.	No.	Course	Pr. Cr.
61-30	Military Science III Signal Orders	2 2 — — — 0 2	61-31	Military Science III Prin. of Radio Cmd. Speech & Psy.	3 3 0 (2) 1 — — — 3	61-32	Military Science IV Mil. Radio Systems Advanced Comm.	2 2 2 2 — — — 0
FIFTH YEAR			TERM 14			TERM 15		
No.	Course	Pr. Cr.	No.	Course	Pr. Cr.	No.	Course	Pr. Cr.
61-40	Military Science IV Military Law	3 3 — — — 0 3	61-41	Military Science IV Mil. Administration Mil. Tel. Systems Exer. of Cmd. & Instr.	1 1 2 2 0 (2) 1 — — — 3	61-42	Military Science IV Logistics Staff Procedures Service Orientation	2 2 1 1 — — — 3

*5 Week Term.

Note: Div. A curriculum is listed. Div. B differs with a spring rather than fall drill term and sequence of instruction in 10-week terms is reverse of Div. A. Therefore transfers between divisions require individual consideration.

Curriculum in Corps of Engineers ROTC

FIRST YEAR

TERM 1

No. Course
61-01 Military Science I
Mil. Fundls. & Drill

Cl. Pr. Cr.
1 (2) 0 1

1 (2) 1

TERM 2

No. Course
61-02 Military Science I
Amer. Mil. History

Cl. Pr. Cr.
3 0 1

3 1

TERM 3

No. Course
61-03 Military Science I
Wpns & Mrks-ship

Cl. Pr. Cr.
1 (2) 0

1 (2) 1

SECOND YEAR

TERM 4*

No. Course
61-10 Military Science II
Mil. Fundls. & Drill

Cl. Pr. Cr.
1 (2) 1

1 (2) 1

TERM 5

No. Course
61-11 Military Science II
Map Reading
NCO Drill

Cl. Pr. Cr.
1 (1)
0 (2) 2

1 (3) 1

TERM 6

No. Course
61-12 Military Science II
Wpns & Tactics
Elem. Comm.

Cl. Pr. Cr.
2 (1) 3
1 1

3 (1) 1

THIRD YEAR

TERM 7*

No. Course
61-60 Military Science III
Intr. to Leadership

Cl. Pr. Cr.
2 1

2 0

TERM 8

No. Course
61-61 Military Science III
Mil. Teach. Mthds.
Field Fortifications
Leadership & Cmd.

Cl. Pr. Cr.
2 2
1 1
0 (2) 1

3 (2) 3

TERM 9

No. Course
61-62 Military Science III
Mine Warfare
Mil. Bridges

Cl. Pr. Cr.
1 1
3 3

4 3

FOURTH YEAR

TERM 10*

No. Course
61-70 Military Science III
Mil. Explosives

Cl. Pr. Cr.
2 2

2 0

TERM 11

No. Course
61-71 Military Science III
Mil. Construction
Cmd. Speech & Psy.

Cl. Pr. Cr.
3 3
0 (2) 1

3 (2) 3

TERM 12

No. Course
61-72 Military Science IV
Logistics
Mil. Administration

Cl. Pr. Cr.
3 3
1 1

4 3

FIFTH YEAR

TERM 13*

No. Course
61-80 Military Science IV
Staff Procedures

Cl. Pr. Cr.
3 3

3 0

TERM 14

No. Course
61-81 Military Science IV
Military Law
Buildings & Utilities
Exer. of Cmd. & Instr.

Cl. Pr. Cr.
2 0 2
1 0 1
0 1 1

3 3

TERM 15

No. Course
61-82 Military Science IV
Opns. of Eng. Units
Service Orientation

Cl. Pr. Cr.
3 3
1 1

4 3

*5 Week Term.

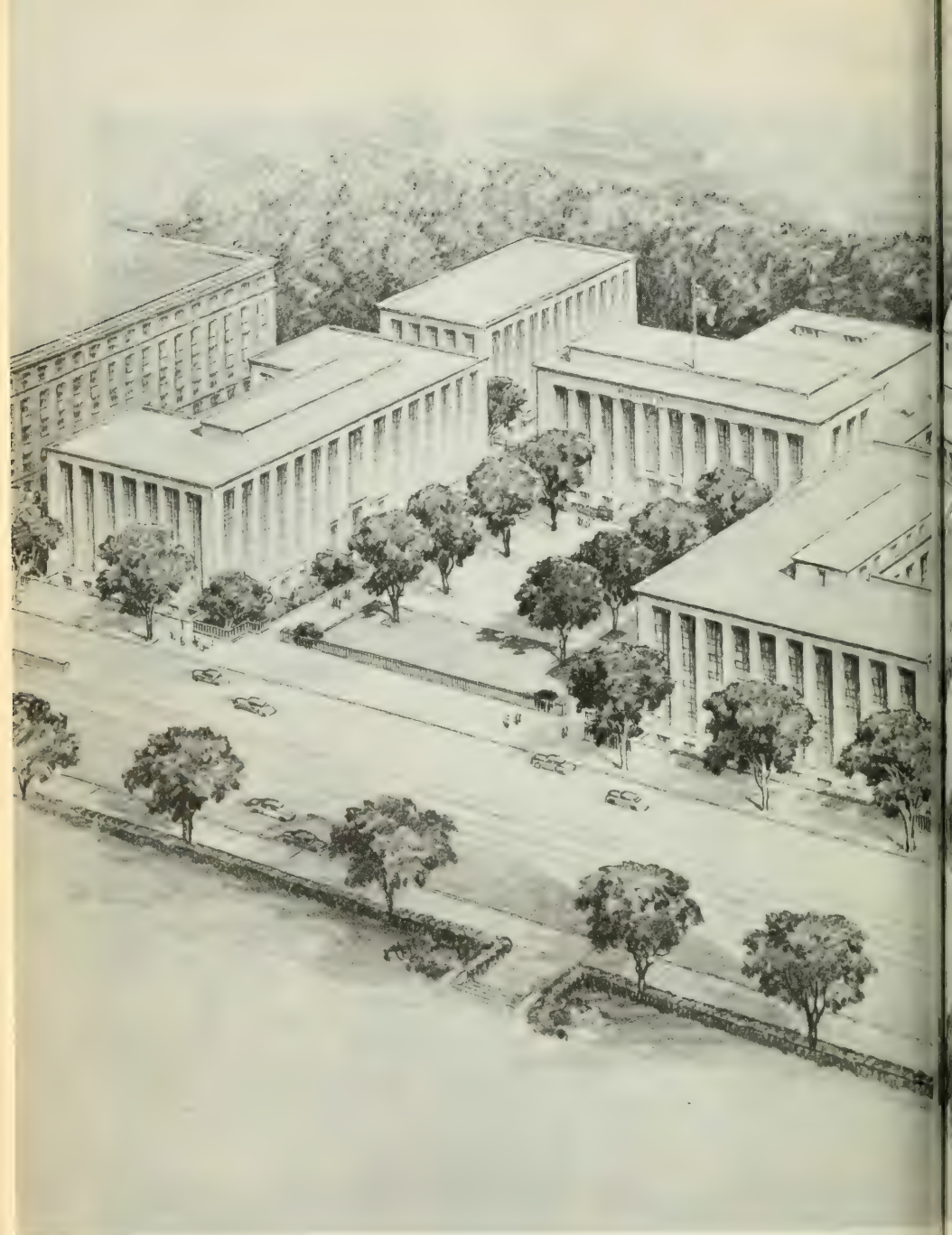
Note: Div. A curriculum is listed. Div. B differs with a spring rather than fall drill term and sequence of instruction in 10-week terms is reverse of Div. A. Therefore transfers between divisions require individual consideration.



The annual Military Ball is an important social event



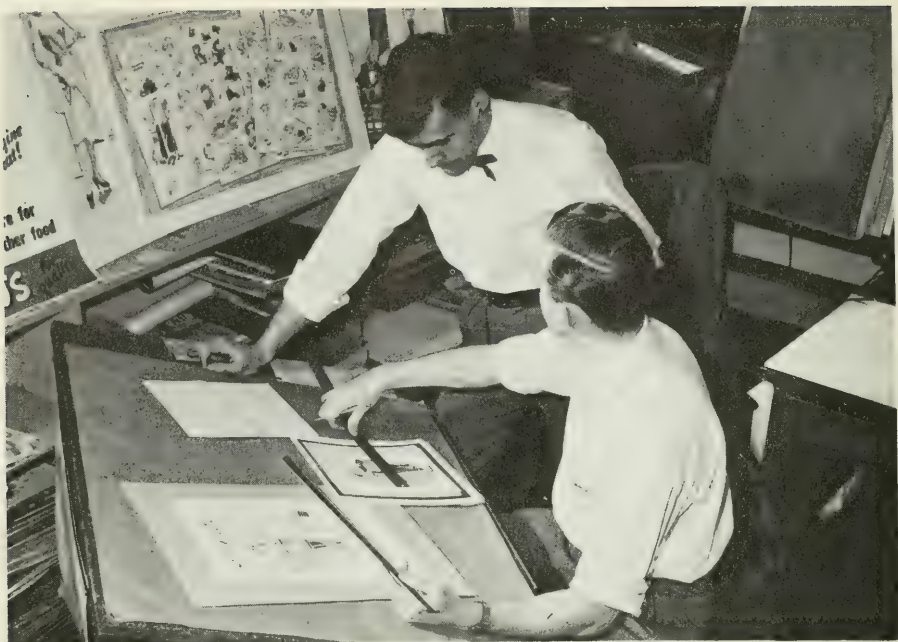
The Art Club is a popular extracurricular activity among men and women students



The Huntington Avenue Development as seen by the Architect



SCHILLER BUILDING



*Co-operative student gains practical experience
with an Advertising Agency*



*Northeastern's Varsity basketball team in one
of its many intercollegiate contests*

NORTHEASTERN UNIVERSITY

SYNOPSES OF
**COURSES
OF INSTRUCTION**

in

Liberal Arts

Education

Business Administration

Engineering

1957-1958



BOSTON 15, MASSACHUSETTS

January, 1957

COURSES OF INSTRUCTION

On the pages which follow are given in numerical order the synopses of courses offered in the several curricula of the Day Colleges. Although not all courses are offered every year, all will be offered during the normal period of each student's curriculum. The term "preparation" indicates a course that must be taken before undertaking the advanced course to which it applies.

A credit hour equals three clock hours of work: ordinarily one hour of class and two hours of preparation a week for a term of 10 weeks. Credit hours can be converted into standard semester hours by multiplying by 10/16, the ratio of the number of weeks in the term to the usual number of weeks in the semester.

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

Civil Engineering

1-10 Surveying — This first course in surveying is divided into two portions: classroom instruction and surveying field work.

Basic surveying principles are stressed in the lecture portion of this course covering the following topics: taping, the compass, the level, differential leveling, profile leveling, the transit, closed traverse, stadia, traverse calculations and plotting of survey data.

The surveying field work portion of this course covers such topics as taping, differential leveling, running closed traverse, and the location of physical details from the closed traverse by angle and distance or by stadia. Prep. 14-03; 3 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

1-11 Surveying — Like course 1-10, this course in surveying is divided into two portions: classroom instruction and the drafting room.

Simple, compound and reverse horizontal curves, and spiral easement curves, both from the standpoint of a railroad curve and of a circular arc, are studied. Also included in the classroom instruction are vertical curves and earthwork solutions.

In the drafting room, data collected in the field portion of the course 1-10 are calculated as a closed traverse, plotted, and traced as a finished plan. Prep. 1-10; 4 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

1-12 Surveying — This course is a continuation of course 1-11 and it is divided into classroom instruction and field surveying.

In the classroom the following are studied: a review of spherical trigonometry; observations on the sun for latitude, time and azimuth; and the basic principles of photogrammetry and geodesy.

The field work consists of a random traverse being run, from which the physical details are located. A map is prepared, using collected data; a location line determined, and then the location line is staked out, with a profile of the location line being run. Prep. 1-11; 3 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

1-13 Surveying — This course, likewise, is divided into two portions, classroom instruction and surveying practice (field and office work).

In the classroom, the theory and use of the plane table, precise leveling, precise taping, and use of the Ephemeris tables are studied.

The surveying practice portion includes the following: precise and Coast and Geodetic leveling; cross sections; earthworks calculations; mass diagram solution; plane table problems; observations on the sun for latitude, time, and azimuth; observation on Polaris for azimuth; and basic problems of photogrammetry including differential parallax measurements. Prep. 1-12; 2 Class Hrs.; 12 Lab. Hrs.; 3 Credit Hrs.

1-20 *Hydraulics* — A basic course in hydraulics dealing with the laws of hydrostatics and hydrokinetics.

In hydrostatics the following topics are studied: pressure gauges; differential manometers; pressure intensities; total pressures; location of center of pressure (horizontally and vertically); total pressures on curved and inclined surfaces; hoop tension and end tension; simple dams; and flotation problems.

While in hydrokinetics, Bernoulli's theorem; the Venturi meter, orifices; short tubes; pipe lines; and open channel flow are studied. Prep. 2-21; 3 Class Hrs.; 3 Credit Hrs.

1-21 *Hydraulics* — This course is a continuation of course 1-20, where the following subjects are studied: equivalent pipes; the Hardy Cross method of analysis; weirs; dimensional analysis; model analysis by Froude's number and by Reynold's number; flow of fluids through closed conduits; the hydraulic jump; and the drawdown and backwater curves. Prep. 1-20; 3 Class Hrs.; 3 Credit Hrs.

1-24 *Sanitary Engineering* — This is a general course in water supply engineering where the following items are studied: forecasting the future population; the quality and quantity of water; rainfall; runoff; the collection and storage of ground water and surface water supplies; slow sand and rapid sand filters; treatment of waters for the removal of hardness, iron, and other impurities; disinfection of waters; and the distribution system. Prep. 1-21; 4 Class Hrs.; 4 Credit Hrs.

1-25 *Sanitary Engineering* — This is a companion course to 1-24. It deals with the collection and disposal of sewage and storm water, including the following items: the quantity of sewage and storm water; sewerage systems; the collection of data necessary for design and construction of collection systems; and a discussion of the modern methods of sewage treatment and the operation of these treatment plants.

The laboratory portion of this course is designed to familiarize the student with the proper methods of collecting, storing, and transporting water and sewage samples; and the basic principles of water and sewage analysis for both chemical and bacterial properties. Prep. 1-24; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

1-30 *Transportation* — This course consists of a discussion of traffic engineering, administration, surveys and plans of modern highways. The economics of highway rates of grade and general layout features, such as vertical curves, horizontal curves, superelevation, traffic control, accidents and general highway safety, are discussed.

Roadway foundations, grading and excavating equipment as well as highway drainage problems are also considered.

A study is made of soil tests and classifications. The elementary principles of soil mechanics as they are applied to highway and airport design and construction are considered.

The manufacture and testing of bituminous products as well as the construction of low cost road types (earth and gravel) and methods of soil stabilization are included. Prep. 1-12; 3 Class Hrs.; 3 Credit Hrs.

1-31 *Transportation* — A course which is a continuation of 1-30 and includes a detailed discussion of the design and construction of the higher cost types of roadways such as penetrated macadam, Portland cement concrete and asphaltic concrete pavements. A brief discussion of airport design and layout concludes the course.

The application of the latest research developments is considered throughout all phases of the material as given in both this course and 1-30. Prep. 1-30; 2 Class Hrs.; 2 Credit Hrs.

1-40 *Structural Analysis* — This, the first of a series of four courses in structural analysis, is devoted to a review and expansion of algebraic and graphical methods of determining reactions, shears, bending moments and stresses developed by loads acting upon all forms of planar and statically determinate beams and frame structures. Prep. 2-22; 3 Class Hrs.; 3 Credit Hrs.

1-41 *Structural Analysis* — A continuation of 1-40, covering a discussion of roof loads encountered in practice and the determination of design stresses for a typical roof truss. Consideration is given to the various types of girder, simple truss and subdivided truss, highway and railway bridges embracing the treatment of dead load stresses developed in such structures. A complete study of influence lines is undertaken, together with their function in determining the shears, bending moments and stresses produced by moving load systems, both distributed and concentrated, with attention to their dynamic or impact effect. Upon conclusion of these studies a discussion of design stresses is included. Prep. 1-40; 4 Class Hrs.; 4 Credit Hrs.

1-42 *Structural Analysis* — A continuation of 1-41, covering the slope and deflection of beams and girders due to bending, by the method of work, the moment-area process, and the method of elastic weights. The deflection of statically determinate framed structures is studied by the method of work and by the Williot-Mohr process. Prep. 1-41; 3 Class Hrs.; 3 Credit Hrs.

1-43 *Structural Analysis* — Continuation of 1-42, embracing the analysis of continuous beams, simple statically indeterminate trusses and frameworks (without and with side sway) by the methods of least work, slope-deflection and moment distribution.

A study is made of the shears, moments and stresses developed in tall building frames by the various approximate methods of treatment. Prep. 1-42; 4 Class Hrs.; 4 Credit Hrs.

1-46 *Structures* — This course, designed for mechanical engineering students, comprises a study of loads and the analysis of ordinary building frames and

trusses encountered in this field. The complete determination of design stresses for a typical roof truss is carried out. Assumptions for making approximate solutions of mill building bents are considered. The use of influence lines for stress analysis under moving loads is studied. The application of influence lines to simple and overhanging beams is stressed. Maximum shears and moments due to moving, concentrated, and distributed loads are considered, as well as the absolute maximum moment in a beam. Prep. 2-23; 3 Class Hrs.; 3 Credit Hrs.

1-47 *Structures* — This course covers the basic principles and assumptions of structural design for a clearer understanding of design problems encountered in mechanical engineering. It consists of the theory and practice of designing connections for various structural elements, using rivets and welds. It also deals with the design of tension and compression members, giving consideration to direct and flexural stresses. A complete study of a plate girder for a building is made. Prep. 1-46; 3 Class Hrs.; 3 Credit Hrs.

1-49 *Concrete Testing Laboratory* — This laboratory course covers the testing (ASTM and AASHTO Standards) of Portland Cement concrete and aggregates used in making concrete.

The tests on the aggregate (fine and coarse) consist of specific gravity, absorption, surface moisture, mortar-making properties, organic impurities, bulking, unit weight and abrasion loss (Los Angeles).

Concrete mix variables such as the water-cement ratio law, effect of varying percentages of sand and varying maximum size aggregate on the cement factor are studied by means of laboratory exercises. Strength is determined by compression and flexural testing.

The strength-developing characteristics of the different cement types, effect of curing temperature, and methods of curing as well as air-entrained concrete are included in the laboratory work.

Complete reports are required at the conclusion of all tests. Prep. 2-40; 1 Class Hr.; 4 Lab. Hrs.; 3 Credit Hrs.

1-50 *Concrete* — The fundamental principles involved in the theory of reinforced concrete behavior are thoroughly reviewed and investigated, and the transformed area method of analysis and design is developed. This is followed by the application of this method to the analysis and design of elementary members such as rectangular beams, tee beams and beams reinforced in compression. Shear, bond and anchorage are also treated. In addition, a discussion of specifications and current practice is included. Prep. 2-23, 1-49; 3 Class Hrs.; 3 Credit Hrs.

1-51 *Concrete* — This course, a continuation of 1-50, beginning with a study of the effects of diagonal tension and the design of vertical and inclined stirrups. The analysis and design of axially loaded columns on the basis of elastic behavior, followed by consideration of the influence of shrinkage and plastic flow. A complete analysis of members subjected to combined bending and axial effects are studied. At this stage formulas and graphs are developed for aids in designing method of analysis for the design of the most frequent types of continuous reinforced concrete structures are considered. The interpretation of the "ACI Building Code Requirements for Reinforced Concrete" as affecting such construction is carried on throughout this course. Prep. 1-50; 4 Class Hrs.; 4 Credit Hrs.

1-54 *Design of Structures* — This first course consists of lectures and problem work in the theory and practice of designing connections for various structural elements using rivets and welding. Connections with concentric and eccentric loadings are considered. Prep. 2-22; 2 Class Hrs.; 4 Lab. Hrs.; 2 Credit Hrs.

1-55 *Design of Structures* — This course, a continuation of 1-54, considers the design of moment connections for fixed ended beams. Following this, the work consists principally of the design of the individual members in a structural framework such as tension members, compression members, and flexural members. In the design of these members the effect of combined loadings is carefully considered. Shop drawings are made for the members as designed. Prep. 2-22, 1-54; 3 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

1-56 *Design of Structures* — This course, the third one in the Design series, treats the complete design and drawing of a plate girder for a building or bridge. The tabular or office procedure method of design of reinforced concrete beams is developed. The design of reinforced concrete footings, both isolated and combined, are included. The design of continuous beams, both steel and concrete, concludes the course. Prep. 1-55; 9 Lab. Hrs.; 3 Credit Hrs.

1-57 *Foundation Engineering* — By means of lectures and assigned readings the following topics are considered: types of piles, pile driving equipment, pile loading capacity, marine borers, various types of caissons, cofferdams, methods of underpinning and ground water control in foundation construction. Consideration is given to dredging operations.

The latest developments in the field of soil mechanics as related to the above topics are treated. 2 Class Hrs.; 2 Credit Hrs.

1-58 *Engineering Geology* — A discussion of the important minerals in the earth's surface, classification of rocks, geologic structure of the rocks including rock weathering. Other topics considered are subsurface water, landslides, rivers and river action, shore lines and beaches, dams and reservoirs, as well as geological maps. In all topics discussed, the engineering phases will be emphasized. 3 Class Hrs.; 3 Credit Hrs.

1-60 *Construction Costs* — This course begins with an introduction to the organization of the construction industry and companion matters. There follows a discussion of approximate and detailed estimate of construction cost methods, both direct and indirect. Types of construction agreements by contract, day labor, etc., are examined, as well as bidding procedure. Some consideration is given to cost keeping, reports, debt retirement and depreciation as affecting costs. 3 Class Hrs.; 3 Credit Hrs.

Mechanical Engineering

2-13 *Mechanism* — Mathematical and graphical solutions of problems of linear and angular velocities, vector analysis, linkages, cams, rolling contact, gears, gear tooth design, epicyclic trains, belt rope and chain drives, and miscellaneous motions. Prep. 2-21; 3 Class Hrs.; 3 Credit Hrs.

2-14 *Machine Design* — Application of theoretical principles previously studied to familiarize the student with practical details which must be considered in design work, such as keys, pins, cotters, press and shrink fits, weldments, chains and brakes. Prep. 2-24, 2-43; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

2-15 *Machine Design* — A continuation of the application of theoretical mechanics and materials to problems of lubrication; leaf springs; helical springs; shafting; couplings; crankshafts; flywheels; spur, helical and worm gearing; and dynamic loading. Prep. 2-14; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

2-20 *Applied Mechanics (Statics)* — Analysis of colinear, parallel, concurrent and non-concurrent force systems in two and three dimensions; the determination of the resultant of such systems by both algebraic and graphical methods, the string polygon method being used for coplanar systems. In addition, friction, first and second moments, including the allied topics of radius of gyration, polar moments, transfer of axes, rotation of axes, and principal axes are considered. Prep. 14-05, 15-02; 4 Class Hrs.; 4 Credit Hrs.

2-21 *Applied Mechanics (Kinetics)* — Kinetics and dynamics of bodies in translation, pure rotation and general plane motion under conditions of uniform or variable acceleration, including discussion of center of percussion, work and energy, linear and angular momentum, impulse, and impact. Prep. 2-20, 14-06; 6 Class Hrs.; 3 Credit Hrs.

2-22 *Strength of Materials* — Definition and discussion of unit stress and strain, physical properties of materials, the stress-strain diagram, axially loaded members, resilience, indeterminate axially loaded members, stresses in thin cylinders and spheres, riveted and welded connectors, torsion in circular members, shear and bending moments in beams, bending stresses in beams, and beam design. Prep. 2-21; 4 Class Hrs.; 4 Credit Hrs.

2-23 *Strength of Materials* — Derivation of the elastic curve for determinate and indeterminate beams under various systems of loading both by the double integration and by the moment area methods; derivation of the Theorem of Three Moments and its application to continuous beams; combined bending and axial loads; column action, and the elastic energy theory. Prep. 2-22; 3 Class Hrs.; 3 Credit Hrs.

2-24 *Advanced Mechanics* — Analysis of stress at a point by analytical and graphical (Mohr's Circle) methods with emphasis on plane stress; theories of failure; and their applications to such problems as thick hollow cylinders, shafting under combined bending and twisting, curved bars in bending, non-symmetrical bending, non-circular bars in torsion and flat plates. Prep. 2-23; 3 Class Hrs.; 3 Credit Hrs.

2-26 *Engine Dynamics* — Review of momentum principles and the application to gyroscopes; development and applications of Coriolis' law; balancing of rotating parts; a detailed treatment of vibrations involving the single degree of freedom for free or forced vibrations, with or without damping of viscous or Coulomb type; and an introduction to problems involving more than single degree of freedom. Prep. 2-21, 14-20; 3 Class Hrs.; 3 Credit Hrs.

2-27 *Fluid Mechanics* — Flow through weirs; dimensional analysis; model analysis; flow of fluids through closed conduits; impulse and momentum as applied

to fluid flow; applications to pumps and hydraulic turbines. Prep. 1-20; 3 Class Hrs.; 3 Credit Hrs.

2-28 *Fluid Mechanics* — Dimensional analysis and linear momentum; two dimensional flow of and ideal fluid; superposition of flow patterns as a preliminary to the Kutt-Joukowski lift theorem for flow past a rotating cylinder; extension of the theory to three dimensions; including the Prandtl vortex theory, von Karman vortex sheet and the elementary boundary layer theory. Prep. 1-22 (or 2-27), 14-20; 3 Class Hrs.; 3 Credit Hrs.

2-43 *Materials and Production Processes* — The physical properties, composition, and methods of production of the ferrous and non-ferrous metals and their alloys; plastics; timber; lime, cement, and concrete; the selection of materials for specific service; and the techniques, processes and machines used in the manufacture of articles including the processes of welding, hot and cold working, die casting and modern foundry practice. Prep. 11-04; 3 Class Hrs.; 3 Credit Hrs.

2-44 *Physical Metallurgy* — The relation between the crystalline structures and the physical properties of metals; the theory of crystallization and some of the equilibrium diagrams of the ferrous and non-ferrous metals; the preparation by polishing and etching of metallic specimens for examination by microscope and metallograph; the heat treatment methods in use for the common metals and their effects on the crystalline structure. Prep. 2-43; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

2-46 *Metal Processing* — Methods of processing metals in industry, including a study of small tool characteristics, machine tools, metal working costs, most effective methods for the removal of metal, the heat treatment of tools, the use of jigs and fixtures in the operation of modern manufacturing processes as well as actual operations and demonstrations of representative machine tools as lathes, milling machines, grinders, shapers, planers and gear cutters. Prep. 2-43; 4 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

2-60 *Mechanical Engineering Laboratory* — A preliminary laboratory course to familiarize the student methods available for the measurement of standard characteristics; such as pressure, speed, temperature, flow rates, heats of combustion, thickness and other linear dimensions, friction factors, heat transfer coefficients; gage calibration, valve and controls setting, and strain gaging. Prep. 1-20, 2-23, 2-82, 2-83; 3 Lab. Hrs.; 2 Credit Hrs.

2-61 *Mechanical Engineering Laboratory* — This laboratory course and those following are designed to enable the student to conduct tests on power plant equipment in accordance with accepted standards, such as the ASME Power Test Codes or the ASTM Standards, and to write and to submit adequate engineering reports. Tests are conducted on typical steam engines, pumping machinery, air-compressors and blowers, and gasoline engines. Prep. 2-60, 2-84; 3 Lab. Hrs.; 2 Credit Hrs.

2-62 *Mechanical Engineering Laboratory* — Tests are conducted on typical air-conditioning units; refrigeration machines of the vapor compression type; Diesel engines; material tests of tension, torsion and impact resistance of metals; and fluid mechanics. Prep. 2-24, 2-28, 2-60, 2-84, 2-85; 4 Lab. Hrs.; 3 Credit Hrs.

2-63 Mechanical Engineering Laboratory — Tests are conducted on transverse bending of steel beam; compression of metal and timber; lubricating oils; CFR test engine; vibrations; and fluid mechanics. Prep. 2-26, 2-62; 4 Lab. Hrs.; 3 Credit Hrs.

2-64 Testing Materials Laboratory — A detailed study is made of standard methods of inspecting and testing metals and woods of importance in structural engineering; tests are made to determine tensile properties, hardness, transverse strength, torsional resistance, column action, impact resistance and bending properties; non-standard tests are included to demonstrate research methods applied to specific questions. Prep. 2-23, 2-43, 1 Class Hr.; 4 Lab Hrs.; 3 Credit Hrs.

2-67 Mechanical Engineering Laboratory — A short course in mechanical laboratory tests to meet the special needs of the students in Industrial Engineering with emphasis on materials testing. Prep. 2-23, 2-43, 2-82; 4 Lab. Hrs.; 3 Credit Hrs.

2-80 Heat Engineering — An introduction to the principles of thermodynamics; including the first and second laws, perfect gases, vapor tables and simple thermodynamic processes; a study of the various types of equipment used in modern power plants such as boilers, engines, etc. Prep. 14-06, 15-06; 4 Class Hrs.; 4 Credit Hrs.

2-81 Heat Engineering (Thermodynamics) — The fundamentals of thermodynamics; including the general theory of heat and matter, the first and second laws of thermodynamics, availability of energy, entropy, equations of state of fluids, laws of perfect gases, specific heats, properties of liquids and vapors with the development and use of vapor tables and charts, thermodynamic processes of materials and the general equations of thermodynamics. Prep. 14-06, 15-06; 4 Class Hrs.; 4 Credit Hrs.

2-82 Heat Engineering — This is the first of a series of courses in which the principles of thermodynamics are applied to the various phases of heat engineering. The theory of vapor engines is thoroughly treated with emphasis on the simple Rankine, reheat, regenerative and binary vapor cycles; an analysis of the types of actual engines used with their controlling devices and their operating characteristics, efficiencies and capacity measures; steam boilers, feed water heaters and other power plant auxiliaries are considered from the equipment and performance viewpoints; treatment is also made of the theory of gas and vapor flow through orifices and nozzles. Prep. 2-81; 3 Class Hrs.; 3 Credit Hrs.

2-83 Heat Engineering (Heat Transfer, Air Conditioning) — An introduction to the principles of heat transfer; mean temperature differences, composite walls, conductivities, overall heat transfer coefficients, convection, radiation. The principles of heating, ventilation, and air conditioning of buildings including studies of warm-air, steam, and hot-water systems; heating boilers; stokers and burners, combustion, and automatic controls. Prep. 2-81; 6 Class Hrs.; 3 Credit Hrs.

2-84 Heat Engineering (Refrigeration, Compressors) — A detailed study of the vapor compression system of refrigeration, evaporator and condenser design, low

temperature refrigeration cycles both multi-stage and cascade types, multiple evaporator and compressor combinations, dual compression, absorption refrigeration and controls. General principles of gas compression and the application to the air compressor and to the air refrigeration cycle. Prep. 2-82; 4 Class Hrs.; 4 Credit Hrs.

2-85 *Heat Engineering (Internal Combustion Engines)* — A study of the internal combustion engine including an analysis of gasoline and Diesel engine construction, cycles, combustion theory, air-fuel mixtures, carburetion, detonation, valve timing, and fuels; and the effect of these items on the power output, efficiency and design. Consideration is given to the data compiled from various research sources as well as to the theoretical aspects. Prep. 2-82; 4 Class Hrs.; 4 Credit Hrs.

2-86 *Heat Engineering (Turbines)* — A study of the various types of steam turbines, the dynamic action of jets on moving blades, and velocity diagrams; calculations of turbine efficiencies including the influence of friction; a study of the turbine losses; lubrication; governing mechanisms, and other constructional details; problems in the design of a turbine and the principles, performance and constructional details of gas turbines. Prep. 2-82; 4 Class Hrs.; 4 Credit Hrs.

2-87 *Power Plant Engineering* — Topics and problems taken from engineering practice are discussed to give the student an understanding of the principles and methods of analyzing power plant problems, efficiencies and costs of operation of different types of plants such as steam, hydro-electric, and Diesel to determine the type best suited for the conditions and location involved. Prep. 2-85, 2-86; 4 Class Hrs.; 4 Credit Hrs.

Electrical Engineering

3-01 *Electrical Engineering* — This course covers the basic principles of d-c and a-c circuits. Along with 3-02 and 3-03, it constitutes a three-course series designed to meet the needs of the non-electrical engineering student. Topics covered include d-c circuit theory, complex notation, real and reactive power, power factor, resonance phenomena, and three-phase circuits. Prep. 15-03, 15-04; 3 Class Hrs.; 3 Credit Hrs.

3-02 *Electrical Engineering* — This course continues the study begun in 3-01, and covers magnetic circuits, transformers, polyphase induction motors, synchronous machines, d-c machines, small motors, and special machines. Some time is devoted to the discussion of applications of these devices in industry. Prep. 3-01; 3 Class Hrs.; 3 Credit Hrs.

3-03 *Electrical Engineering* — Emphasis in this course is placed on the application of electron tubes, motors, and related devices to industrial control problems. Topics treated specifically are high-vacuum tubes, thyratrons, phototubes, amplifiers, instrumentation, and electrical control. Prep. 3-02; 3 Class Hrs.; 3 Credit Hrs.

3-04 *Electrical Engineering* — This course is designed to meet the needs of the chemical-engineering student in the application of electrical engineering to indus-

trial processes. Basic d-c and a-c circuit theory is studied, as well as the elementary theory of electron tubes. Included in this is a study of the characteristics and associated circuits of the high-vacuum diode and triode, the thyatron and the phototube.

A laboratory course accompanies the lecture course, and the experiments include work on d-c and a-c circuits, resonant conditions, diode and triode characteristics, rectification and filtering, voltage amplifiers, transient phenomena, and the characteristics and use of the phototube and the thyatron. Prep. 15-03, 15-04; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

3-05 Electrical Engineering — This course is a continuation of 3-04 and develops the application to industrial processes of those devices studied in the previous course. Included also are the operating characteristics of d-c motors and generators, a-c motors, transformers, as well as the control and regulation of motor speed and generator voltage, and the basic theory of feedback as applied to industrial processes. Laboratory demonstration periods accompany the lectures. Prep. 3-04; 3 Class Hrs.; 3 Credit Hrs.

3-10 D-C Machinery — This course deals with the principles of d-c machinery including magnetic circuits, armature windings, commutation, armature reaction, losses, ratings, excitation methods, and operating characteristics of shunt, series, and compound generators. The principles of operation of d-c motors are also investigated with emphasis on shunt, series, and compound characteristics, stray power, efficiencies, ratings, and applications. Attention is also given to auxiliary protective and control devices. Prep. 3-53; 4 Class Hrs.; 3 Credit Hrs.

3-12 Electrical Engineering Laboratory — This laboratory course is designed to aid the student in developing his ability to conduct tests of an engineering nature, as well as to prepare engineering reports. The experiments follow closely the material of 3-10 and are limited to d-c phenomena. Included are experiments on generator armature and field-resistance measurements, shunt and compound-generator load characteristics, and parallel-operation methods. Load tests on shunt and series motors are covered, as well as two methods for approximating true load conditions; namely, the stray-power method and the Kapp-opposition method. There is also one experiment on motor speed control. Prep. 3-10; 2 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

3-15 Polyphase A-C Circuits — This course deals with polyphase circuits. Voltage, current, and power relations in polyphase circuits are studied in detail with emphasis on three-phase circuits. Both balanced and unbalanced conditions are considered. Particular attention is given to the methods of measuring three-phase power, and to the application of symmetrical phase components to the solution of unbalanced polyphase circuits. Prep. 3-53; 3 Class Hrs.; 3 Credit Hrs.

3-18 Electrical Measurements Laboratory — This course emphasizes the theory and operation of those commercial a-c bridges which are used for the measurement of resistance, capacitance, and inductance. Consideration is also given to certain d-c instruments including the Kelvin double bridge and the Leeds and Northrup Type K-2 potentiometer. The calibration of a d-c voltmeter, and determination of the resistivities of several conductor materials, provide practical training in the use of precision measure. Experiments on networks famil-

iarize the student with the more common laboratory equipment such as vacuum-tube voltmeters, oscilloscopes, oscillators, and thermal meters. Prep. 3-53; 1 Class Hr.; 3 Lab. Hrs.; 3 Credit Hrs.

3-19 *Electromagnetic Field Theory* — This course is designed to equip the student with a working knowledge of electromagnetic theory. It covers four principal topics: electrostatics, magnetostatics, vector analysis, and Maxwell's equations. Included under these general headings are such items as Gauss' law, the law of Biot and Savart, and the equation of continuity. Much use is made of vector analysis which is essential for obtaining the solutions of practical problems. Prep. 14-20; 3 Class Hrs.; 3 Credit Hrs.

3-20 *Transformer Theory* — A detailed study of the construction, theory and characteristics of transformers, with emphasis given to their use in power circuits. Both single-phase and polyphase applications are considered, and special types such as the autotransformer and instrument transformers are included. Prep. 3-15; 3 Class Hrs.; 3 Credit Hrs.

3-22 *A-C Test Laboratory* — This is a laboratory course designed to present tests on a-c circuits and transformers at power frequencies. It includes tests on series and parallel combinations of resistance, inductance, and capacitance, resonance, power measurements by the two-wattmeter and polyphase-wattmeter methods, load and opposition tests on transformers, polyphase transformer connections, and the constant-current transformer. Prep. 3-15, 3-29; 1 Class Hr.; 3 Lab. Hrs.; 3 Credit Hrs.

3-23 *Electronics Laboratory* — The experiments performed in this course are based upon material given in 3-70. They include the determination of static and dynamic vacuum-tube characteristics, tube constants, thyatron characteristics, and the performance of these tubes in such circuits as amplifiers and power supplies. Emphasis is placed upon checking experimental results with those obtained by calculation. Prep. 3-70, 3-71; 3 Lab. Hrs.; 3 Credit Hrs.

3-24 *Communications Laboratory* — The experiments in this course deal primarily with measurements at radio frequencies. The types of apparatus tested include a typical superheterodyne receiver, detector circuits, a reactance modulator, a frequency discriminator, single and balanced modulators, multivibrators, and an electro-mechanical system. The student acquires practice and experience in using test equipment such as a radio-frequency bridge, secondary frequency standards, cathode ray oscilloscopes, vacuum-tube voltmeters, a Z-angle bridge, and a wave analyzer. Prep. 3-23, 3-72; 2 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

3-25 *Communications Laboratory* — The experiments in this course give the student an opportunity to study and operate examples of the more common communications circuits and devices, such as sweep circuits, phototubes, filter circuits, vacuum-tube voltmeters, and video amplifiers. Also included are studies on i-f transformers, magnetic amplifiers, and a Q-meter. Prep. 3-72; 2 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

3-26 *Synchronous Machinery* — A course dealing with the construction, general theory, and operating characteristics of synchronous machines, with emphasis on their use as synchronous generators and synchronous motors. Operating

problems encountered when synchronous generators are connected in parallel are given careful consideration. Prep. 3-20; 4 Class Hrs.; 4 Credit Hrs.

3-28 *Transmission Lines* — This course deals with the fundamental principles and applications of the transmission lines, throughout the entire range of frequencies, to the point where circuit theory must be replaced by field theory.

The traveling wave phenomenon is discussed first to distinguish the transmission line from the lumped circuits. This is followed by the consideration of the steady state solutions in various forms. Under lines with no reflection, the concepts of characteristic impedance and propagation function are introduced. Under lines with reflections, the important phenomenon of standing waves and their elimination are discussed. Both rectangular and circular transmission line charts are used to solve problems of lossy and lossless lines. Special considerations are given to radiofrequency, telephone and telegraph and power-transmission lines. Prep. 3-19, 3-53; 3 Class Hrs.; 4 Credit Hrs.

3-29 *Advanced Field Theory* — This course is a continuation of 3-19 *Electromagnetic Field Theory*. Maxwell's equations are applied to wave propagation, reflection, radiation, wave guides, and antennas. Prep. 3-19; 3 Class Hrs.; 3 Credit Hrs.

3-30 *Induction Machinery* — This course is a continuation of 3-26. It deals with single-phase and polyphase induction motors, and induction generators, but includes a study of series and repulsion motors.

The method of symmetrical phase components is applied to the study of the effect on unbalanced conditions of the operation of induction motors. Prep. 3-26; 3 Class Hrs.; 3 Credit Hrs.

3-32 *Networks and Filters* — This course is a continuation of 3-28, beginning with a review of network analysis and characteristics of passive four-terminal networks. The ladder filters are discussed in detail, including constant-K and M-derived types. A very brief introduction of modern network synthesis will be given, using the stagger-tuned amplifiers as an example. Prep. 3-78; 3 Class Hrs.; 3 Credit Hrs.

3-34 *Advanced Electrical Engineering Laboratory* — In this laboratory course tests are performed on several types of a-c motors and generators. The tests are varied from year to year. Typical experiments are a load test on a polyphase induction motor, load test on a brush-shifting induction motor, V-curves and efficiency test on a synchronous motor, determination of the voltage regulation of a synchronous generator by the American Standards Association Method; and finding the efficiency of a synchronous generator from no-load tests. Prep. 3-26, 3-30; 1 Class Hr.; 3 Lab. Hrs.; 3 Credit Hrs.

3-35 *Industrial Electronics Laboratory* — This laboratory course is designed to show the application of electronic control and regulatory circuits. It also embraces the elements of servomechanisms. Studies are made of the electronic regulation of the voltage of a d-c generator and the speed of a d-c motor, the behavior of an electro-mechanical servomechanism system, induction heating, and polyphase rectifier equipment involving the use of ignitron and thyatron tubes. Prep. 3-53, 3-72; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

3-51 *Electrical Engineering* — An introductory course to electric-circuit theory covering Kirchhoff's laws, networks, solutions by the loop and nodal methods.

The general problem of the solution of linear simultaneous equations as applied to resistance methods is thoroughly discussed, as well as such useful theorems as Thèvenin's, Norton's, and reciprocity. Discussion of typical networks. Prep. 15-03, 15-04; 3 Class Hrs.; 3 Credit Hrs.

3-52 *Electrical Engineering* — A study of transient phenomena of the first and second order for the various combinations of resistance, inductance, and capacitance. Singularity functions and impulse response. Complex representation of sinusoids. Prep. 3-51; 3 Class Hrs.; 3 Credit Hrs.

3-53 *Electrical Engineering* — This is a continuation of 3-52. The behavior of circuits when excited in the sinusoidal steady state is studied. Impedance as viewed in the frequency domain, with treatment of such items as resonance, magnitude and frequency scaling, vector diagrams, and mutual inductance. Energy and power, both active and reactive, are also thoroughly covered. Prep. 3-52; 6 Class Hrs.; 3 Credit Hrs.

3-60 *Servomechanisms* — An introductory treatment covering the analysis and design of simple servomechanisms through the use of the Laplace transform. Topics considered include system adjustments, compensation methods, and optimum design techniques. Typical automatic-control devices are discussed, and some are demonstrated. Prep. 3-80; 3 Class Hrs.; 3 Credit Hrs.

3-70 *Electronics* — This is an introductory course in electron tubes, and is concerned with the motion of electrons in electric and magnetic fields, thermionic emission, static and dynamic vacuum-tube characteristics, equivalent-circuit methods, and graphical solutions. The object of the course is to give the student a thorough knowledge of the basic construction and operation of thermionic vacuum tubes, and to demonstrate the mathematical and graphical procedures used in solving circuit problems. Prep. 3-53; 3 Class Hrs.; 3 Credit Hrs.

3-71 *Electronics* — This course is a detailed study of the design, calculation, and operation of vacuum-tube circuits. Among the topics considered are voltage amplifiers, cathode followers, video amplifiers, voltage regulators, and Class-A power amplifiers. Problems are solved involving practical circuits, and the student acquires practice in both equivalent circuit and graphical methods of solution. Prep. 3-70; 3 Class Hrs.; 3 Credit Hrs.

3-72 *Electronics* — The topics included in this course can be divided into three groups: r-f voltage amplifiers, r-f power amplifiers, and feedback amplifiers. The first group includes the design and analysis of tuned circuits, tuned coupled circuits, staggered tuning, and narrow-band amplifiers. The second group includes the design and analysis of Class-C and Class-B r-f power amplifiers, neutralization of tuned power amplifiers, and frequency multipliers. Prep. 3-71; 3 Class Hrs.; 3 Credit Hrs.

3-73 *Electronics* — The first part of this course will deal with vacuum-tube oscillators and will include criterion for oscillation, various types of oscillators, and frequency stabilization. The latter part of this course deals with broadcast receivers and includes the theory of amplitude and frequency modulation, and detection. Prep. 3-72; 3 Class Hrs.; 3 Credit Hrs.

3-74 *Electronics* — This course will cover the pulse circuits commonly used in television, radar, pulse-modulated communication systems, and digital computers. The latter portion of the course will deal with the relatively new topic

of transistors. The physics of transistors will be treated, as well as a study of circuits employing transistors. Prep. 3-73; 3 Class Hrs.; 3 Credit Hrs.

3-80 *Transients in Electric Circuits* — The theory of the Laplace transform is developed from fundamental concepts, and the principles so established are applied in the solution of some typical lumped-parameter electric-circuit problems. Supporting topics covered include partial-fraction expansions, solutions to higher-order algebraic equations, singularity functions, and convolution methods. Prep. 3-53, 14-20; 6 Class Hrs.; 3 Credit Hrs.

Graduate Courses in Electrical Engineering

3.401 *Transients in Linear Systems* — Review of the methods used in writing integrodifferential equations for electric circuits. Network topology and duality. Selected methods for solving algebraic equations of higher degree. Introduction to the methods of transformation calculus and complex-frequency concepts. Application of Laplace transforms to the solution of selected linear lumped-parameter electric circuits. Prep. Differential Equations, A-C Theory, Dynamics; 3½ Class Hrs.; Credit, 2 Sem. Hrs.

3.402 *Transients in Linear Systems* — Extension of the methods of G3.401 to cover mechanical and electromechanical systems. Feedback principles, servo-mechanisms, and stability criteria. Response of systems to impulses and repeated functions. Convolution theory. Introduction to complex-variable theory, integration in the complex plane, and the solution of the inversion integral. Application of the foregoing to the analysis of distributed parameter systems. Prep. G3-401; 3½ Class Hrs.; Credit, 2 Sem. Hrs.

3.901 *Electric Circuit Theory* — General analysis of N-loop networks by loop-current and branch voltage variables using matrix algebra. Driving point and transfer immittances. The two-terminal pair, image parameters, conventional filter theory including constant “k” and “m”-derived filters. Bartlett’s bisection theorem, the symmetrical lattice, and lattice-derived filters. Prep. A-C Theory, Differential Equations; 3½ Class Hrs.; Credit, 2 Sem. Hrs.

3.902 *Electric Circuit Theory* — Discussion of the necessary and sufficient conditions for the physical realizability of impedance functions, positive real functions, and Hurwitz polynomials. The Foster and Cauer canonic forms for R-L and R-C networks. The Brune process as well as the work of Darlington, Cauer, and Bode are discussed. Prep. 3.901; 3½ Class Hrs.; Credit, 2 Sem. Hrs.

3.951 *Seminar* — A library-research project covering the historical development of some topic closely related to the field emphasized in the students’ elective program. It is expected that this study will provide background for the thesis project to follow. 3½ Class Hrs.; Credit, 2 Sem. Hrs.

3.952 *Thesis* — Credit, 4 Sem. Hrs.

Chemical Engineering

4-01 *Flows of Fluids* — Development of the fundamental principles of fluid mechanics. A study of the methods of determining rates of flow and power consumption of fluids flowing through pipe lines. This course differs from the usual course in hydraulics chiefly in the amount of emphasis placed on the flow of gases and oils. Laboratory work is included. Prep. 15-02; 5 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

4-02 Chemical Engineering Calculations — This is a problem course in which the tools of stoichiometry, such as common basis, energy and material balances, are applied to typical industrial calculations. Problems are assigned dealing with the combustion of fuels, dilutions metering, drying, flame temperature, and recycling processes. Prep. 11-12, 11-14; 3 Class Hrs.; 3 Credit Hrs.

4-03 Chemical Engineering Thermodynamics — Fundamental concepts, development of the first two laws, are reviewed. Equations are developed expressing the thermodynamic functions in terms of system variables. These equations are utilized to develop charts and tables of the thermodynamic functions required for estimation of heat and work effects. The energy and state changes associated with steady and unsteady state, non-cyclic flow processes are considered. Prep. 2-32, 14-7; 4 Class Hrs.; 4 Credit Hrs.

4-11 Unit Operations — This course consists of a study of the mechanical operations peculiar to the chemical industry. The unit operations studied are flow of heat, evaporation and air conditioning. Experiments are performed on small-scale plant equipment that has been specially designed or selected for the purpose. Detailed reports are required. Prep. 4-01, 4-02; 4 Class Hrs.; 4 Lab. Hrs.; 6 Credit Hrs.

4-12 Unit Operations — This course is a continuation of 4-11. The unit operations studied are drying, distillation, gas absorption, extraction and crystallization. Experiments are performed in the laboratory on the unit operations studied. Prep. 4-01, 4-02; 4 Class Hrs.; 4 Lab. Hrs.; 6 Credit Hrs.

4-13 Unit Operations — This course is a continuation of 4-12. The unit operations studied are filtration, mixing, crushing and grinding, size separation and conveying. Laboratory experiments are performed. Prep. 4-01, 4-02; 3 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

4-21 Chemical Plants — The primary object of the course is to acquaint the student with the technology of the basic organic and inorganic chemical industries. Schematic flow sheets are presented and the chemistry, thermodynamics and economics of the processes are considered, together with any unique equipment features. Prep. 11-20; 4 Class Hrs.; 4 Credit Hrs.

4-22 Chemical Engineering Economics — The fundamentals of economics and statistics previously acquired by the student are specifically applied to raw materials, markets, labor, power, fuel, water, transportation and similar economic factors as related to the chemical industry. The estimation of the cost of new plants and the cost of operation of new processes are considered. Prep. 20-21; 4 Class Hrs.; 4 Credit Hrs.

4-23 Engineering Materials — A study of the properties of materials which chemical engineers utilize in their work. The effect of composition, heat treatment and mechanical work upon the physical properties of metals and their alloys is emphasized. Other materials are studied in a similar manner. Prep. 11-14; 3 Class Hrs.; 3 Credit Hrs.

4-31 Chemical Process Development — This course attempts to teach the fundamentals of research by determining the optimum conditions for carrying out some

unit process. After a survey of the literature has been made, a research plan is formulated. Variables are noted and their effect on the chemical process determined through laboratory experiments. The writing of reports is an essential feature of the course. Prep. 4-11, 4-12; 2 Class Hrs.; 6 Lab. Hrs.; 6 Credit Hrs.

4-32 *Chemical Engineering Design* — The design of process equipment of commercial size forms the basis of the course. Design data are taken from the literature when it is available. Other data are obtained by experiment on small-scale industrial equipment in the laboratory. From these data and information acquired in previous courses, the process scale equipment is designed. Students qualified by industrial experience are sometimes assigned problems suggested by their co-operative employer which are worked out under the joint supervision of the plant engineers and the members of the staff. Prep. 4-11, 4-12; 6 Lab. Hrs.; 6 Credit Hrs.

Industrial Engineering

5-09 *Industrial Statistics II* — A continuation of 20-22, this course examines further the drawing of inferences from samples, takes up simple linear correlation and fundamentals of statistical quality control. Prep. 20-22; 2 Class Hrs., 2 Lab. Hrs.; 3 Credit Hrs.

5-10 *Industrial Management* — The administrative and managerial aspects of plant operation are given thorough treatment in this course. Due consideration is given to such topics as: background and evolution of modern industrial management; ownership of industry; plant location and buildings; factory layout and equipment; the purchasing function; production planning and control. The course is designed to bring to the student an understanding of the problems facing management today. 3 Class Hrs.; 3 Credit Hrs.

5-11 *Industrial Management* — A continuation of 5-10, including such topics as: inspection and quality control functions; motion and time study; classification systems; cost accounting; maintenance; wage and salary administration; industrial safety. Prep. 5-10; 3 Class Hrs.; 3 Credit Hrs.

5-12 *Methods Time Analysis* — This course presents in detail the functions of the factory staff department commonly known as the Methods Department. These include process analysis through the use of process charts and flow diagrams; the operation analysis through the use of operation charts, man-and-machine charts, and micro-motion study; the application of the principles of motion economy to all phases of factory operation, clerical and mechanical.

Complete laboratory facilities provide opportunity for the student to apply the subject matter of the course to a typical factory operation set up for this purpose. Prep. 5-11; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

5-13 *Methods Time Analysis* — The student is thoroughly trained in time study techniques and procedures; the use of the stop watch and other timing devices; performance rating; the application of allowances for unavoidable lost time and the computation of a fair work standard. The student is also taught the technique of setting standards by means of predetermined time systems. Prep. 5-12; 3 Class Hrs.; 4 Lab. Hrs.; 4 Credit Hrs.

5-14 *Methods Engineering* — This course is designed for students in Mechanical Engineering to show the proper use of work simplification and time study. The student is instructed in the use of process analysis, operation analysis, man-machine analysis, and micromotion analysis. This is accomplished through lectures, discussions and actual laboratory projects.

Time study is discussed and the student is instructed in its correct use and how this tool can be used as an aid to management. Prep. 5-10; 1 Class Hr.; 2 Lab. Hrs.; 2 Credit Hrs.

5-17 *Production Planning and Control* — This course deals with the highly important "operating management" activity of planning and controlling the flow of materials through the shop, and the utilization of the equipment and manpower to best advantage.

Essential to this is a thorough knowledge of: factory organization, factory planning, nomenclature, stores keeping control, development and engineering, planning procedure, scheduling, routing, dispatching, the use of special control charts and boards, forecasting and budgeting. Actual case problems are analyzed by the students. Prep. 5-11; 3 Class Hrs.; 3 Credit Hrs.

5-18 *Quality Control* — The materials presented in this course are designed to give the student a knowledge of the problems involved in setting up a Quality Control department within the factory. The subject matter includes fundamentals of statistical quality control, theory and application of control charts, probability theory, sampling methods and the Poisson distribution. Prep. 5-09; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

5-20 *Job Evaluation and Wage Incentives* — A study of job evaluation techniques and the problems of installing and maintaining job and position evaluation systems and wage incentives in industrial enterprises. Prep. 5-11; 3 Class Hrs.; 3 Credit Hrs.

5-22 *Process Planning and Tool Design* — The principles and procedures of planning productive processes to manufacture articles at lowest cost consistent with volume; operation analysis; tool layout; design of jigs, fixtures, and other special tools; use of synthetic time standards in tool design. Prep. 2-43; 5-11; 4 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

5-23 *Plant Layout and Material Handling* — The design of an industrial plant from consideration of geographical location through collection and analysis of necessary data to formulate processing, selection of equipment, and arrangement of production and service facilities for economy of manufacture with full regard to material handling problems, safety and working conditions. An actual plant layout is carried through in the laboratory. Prep. 5-11, 5-22; 3 Class Hrs.; 6 Lab. Hrs.; 5 Credit Hrs.

5-25 *Engineering Economy* — The use of economic analysis in formulating business policies with particular emphasis on engineering aspects; criteria and technique of engineering economy as related to cost, economy of design, economy of selection, and application of engineering projects. Prep. 5-13, 5-18, 5-20; 3 Class Hrs.; 3 Credit Hrs.

5-26 *Seminar* — Summation and correlation of prior work with particular emphasis on its relation to the overall management problem and the health of the enter-

prise; selected topics from the current problems and literature in industrial engineering. Prep. Senior standing in industrial engineering; 3 Class Hrs.; 3 Credit Hrs.

Biology

10-01 *General Biology* — The properties of protoplasm, cells and cell division; basic tissues of plants and animals; introduction to the science of plant life, including a study of the thallophytes, bryophytes, pteridophytes, and spermatophytes from the point of view of their morphology and life histories of representative examples; economic importance of these groups is considered; consideration of osmosis and diffusion; discussions of the morphology and physiology of the root, stem, and leaf, together with an account of the factors affecting and effecting the absorption and translocation of foodstuffs. The laboratory periods are devoted to experiments and the study of specimens, models, and slides which parallel the lecture materials. 2 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

10-02 *General Biology* — Photosynthesis; plant metabolism, the carbon, nitrogen, and hydrologic cycles; flower parts and functions; discussions of the methods of reproduction in plants and animals including binary fission, sporulation, sexual and metagenesis, physiological division of labor; selected life histories of the invertebrate groups; their basic structural characteristics; economic importance, classification and distribution of common representatives. The laboratory will include the classification and underlying principles of morphology and physiology of these groups. Prep. 10-01; 2 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

10-03 *General Biology* — Discussions of the vertebrate groups including the physiology and structural characteristics of the reproductive, digestive, circulatory, respiratory, excretory, nervous, muscle, and skeletal systems; transportation and utilization of foodstuffs; the functions and elementary histological characteristics of the main varieties of tissues; classification of the vertebrate groups; a study of gametogenesis, elementary exposition of heredity and embryology. The laboratory will include morphological and physiological studies by dissections on the frog and experiments on fundamental physiological concepts. Prep. 10-02; 2 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

10-04 *General Biology* — Distributional factors and an account of the basic principles of plant and animal ecology; discussions of organic evolution and its implications. The laboratory will consist of parallel studies using models, charts, and slides; some field work will be undertaken. Prep. 10-03; 3 Class Hrs.; 3 Lab. Hrs.; 2 Credit Hrs.

10-09 *Evolution* — A consideration of the theories of the origin of life and its diversity. Early concepts are discussed together with Darwinism, and Neo-Darwinism. Emphasis is placed upon the importance of homology, taxonomy, paleobiology, embryology, morphology, and genetics as supportive evidence for organic change. 5 Class Hrs.; 2½ Credit Hrs.

10-15 *Conservation* — A consideration of the basic biological relationships existing between man and his living and non-living environments, with an evaluation of land-use practices and various methods employed in the conservation of biological resources. 5 Class Hrs.; 2½ Credit Hrs.

10-20 *General Bacteriology* — The biology of microorganisms, emphasizing the bacteria. The course deals with the preparation of media, the methods of sterilization, staining, isolation and identification of pure cultures together with studies on the biochemical activities and effects of physical agents. The laboratory studies are correlated closely with lecture topics and serve to develop in the student the proper technique of handling, observing and working with non-pathogenic microorganisms. Prep. 10-04; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-21 *General Bacteriology* — An introduction to the bacteriology of water, sewage, air and milk. The course includes a consideration of standards, plate counts and physiological tests for water and milk; a bacterial analysis of air and the treatment and proper disposal of sewage. The laboratory illustrates the types, names, chemical reactions and prevalence of organisms associated with each aspect of the course as revealed from actual samples collected by the student. Prep. 10-20; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-40 *Physiology* — A course in human physiology including the study of protoplasm and life processes, enzymes, tissues, translocation and utilization of materials; control of tissue activity; the study of the circulatory, respiratory, excretory, and digestive systems; protein, carbohydrate and fat metabolism. The laboratory work consists of blood counts, hemoglobin determination, tests for blood, hemolysis, urinalysis; general and specific tests for proteins, carbohydrates and fats. Prep. 10-55; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-41 *Physiology* — A course in muscle-nerve physiology, physiological properties of nerves, neuro-anatomy of the spinal cord and brain, the physiology of the central and peripheral nervous system, autonomic nervous system; the special senses organs; endocrine and reproductive systems. The laboratory consists of practice of the use of apparatus, with experiments on muscle-nerve stimulation and the special senses. Prep. 10-40; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-55 *Comparative Vertebrate Anatomy* — The development and significance of the structural and physiological changes in the chordate groups; homology, analogy, metamerism, cephalization; general features of embryological development of the chordates, the basic principles of phylogenesis, the geological time scale provide a broad background for the interpretation of the significant morphological changes occurring in the exoskeleton, endoskeleton and muscle systems. Prep. 10-02; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-56 *Comparative Vertebrate Anatomy* — Continued discussions of the comparative anatomy and general treatment of the embryological and phylogenetic development of the digestive, circulatory, respiratory, excretory, reproductive and nervous systems, tracing the chief evolutionary and ontogenetic sequences of these systems in the main vertebrate classes. The laboratory work consists of a detailed dissection of the systems of the mammal. Prep. 10-55; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-59 *Animal Histology* — A study of the normal microscopic anatomy of the tissues and organ systems of the body, including studies of the microscopic anatomy of cells, cell division, cytomorphosis and cell differentiation. A general survey of the characteristics of the main varieties of tissues and detailed studies of the morphology and function of epithelial, connective and vascular tissues.

The laboratory periods are used in the study of selected slides and a general introduction to the principles of microscopy. Prep. 10-56; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-60 *Animal Histology* — Further considerations of the microscopic anatomy of animals by a study of characteristics and functions of muscle and nervous tissues with the histology of the lymphatic, vascular, digestive, endocrine, reproductive and sense organs. The laboratory work consists of continued studies of slides illustrating the cellular characteristics of tissues and systems. Prep. 10-59; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-61 *Embryology* — The descriptive embryogeny of *Amphioxus* and the morphological development of the organ systems in the chick, pig and man, principles of embryonic development are discussed with topics on histogenesis, organogenesis and the consideration of factors influencing development. A detailed study is made in the laboratory of organogenesis in the chick by means of serial sections, whole mounts and models representing significant stages of early development. Prep. 10-56; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-62 *Embryology* — The development of man including the subjects of spermatogenesis and oögenesis; the endocrine factors influencing ovulation; the determination of sex; the period of the ovum, blastulation and gastrulation; development and functional significance of the foetal membranes and circulation, and consideration of the embryology of the several systems of the body. The laboratory periods are devoted to a study of organogenesis in the pig with demonstrations of significant stages of human development. Prep. 10-61; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-65 *Genetics* — The study and discussion of variation, the laws of inheritance as found in animals and plants, and their application to human relations, including the observational, experimental, cytological, statistical and developmental approaches. The laboratory includes methods of culturing, handling and experimental crossing of *Drosophila*. Prep. Senior standing; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-66 *Genetics* — A detailed study of the gene and its physiological aspects in relation to development and behavior. The consideration of population genetics and evolution. The laboratory work includes an extension of the work on *Drosophila* and a statistical analysis of data. Prep. 10-65; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-69 *Histological Technique* — The fundamentals of histological technique, by laboratory means, introducing the student to the general methods of tissue preparation for purposes of microscopic study. The preparation of solutions and stains, the microtome and its operation together with specific directions for fixation, clearing, hardening, embedding, section-cutting and staining of tissues. Prep. 10-60; 6 Lab. Hrs.; 2 Credit Hrs.

10-70 *Histological Technique* — Practical application of the basic principles of tissue preparation and sectioning with exercises on the preparation of several tissues of the animal body portraying the qualities of selected stains and their combinations. Directions for affixing sections, mounting, labeling are given the student. Prep. 10-69; 6 Lab. Hrs.; 2 Credit Hrs.

10-71 *History of Biology* — An historical survey of the development, trends, and theoretical principles of biological thought. The purpose is to present, as inclusively as possible, the progressive development of biology, emphasizing the specific contributions that have been made, beginning with the philosophers of Greece and Babylonia and Rome, continuing in sequence through the Middle Ages, the Renaissance and the eighteenth, nineteenth and twentieth centuries. 4 Class Hrs.; 4 Credit Hrs.

10-72 *Biological Literature* — Original sources of biological information with practice in the use of abstracting journals and methods of reference filing. 5 Class Hrs.; 2½ Credit Hrs.

10-80, 10-81 *Senior Research* — Experimental work in biology under the direction of staff members. Approval of department head necessary. Each course carries 2 to 4 hours credit and extends through a single term.

10-82, 10-83 *Seminar (Biology)* — Discussion of the development, trends, and theoretical principles of biological thought. Approval of department head necessary. 2 Class Hrs.; 1 Credit Hr. (each term).

Graduate Courses in Biology

10-100 *Taxonomy of Seed Plants* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-101 *Taxonomy of Seed Plants* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-102 *Protozoology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-103 *Helminthology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-104 *Medical Entomology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-105 *Cytology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-106 *Experimental Embryology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-107 *Mammalogy* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-108 *Ornithology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-109 *Plant Ecology* — 4 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-110 *Animal Ecology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

10-120, 10-121, 10-122, 10-123, 10-124, 10-125, 10-126, 10-127 *Thesis* — Experimental problem. Carried continuously through eight consecutive terms. (To be arranged) Lab. Hrs.; 1-3 Credit Hrs.

10-128, 10-129, 10-130, 10-131, 10-132, 10-133, 10-134, 10-135 *Seminar* — Lectures on special topics and student reports on assigned projects. Eight consecutive one-term courses. 3 Class Hrs.; 2 Credit Hrs.

Chemistry

11-01 *General Chemistry* — Fundamental ideas of matter and energy, states matter, changes of state, symbols, equations, chemistry of hydrogen, oxygen, water, and early ideas of atoms and molecules. Study of subatomic particles, nuclear transformations, and periodic classification of elements. 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

11-02 *General Chemistry* — Electrons and valves, solutions, oxidation-reduction, acids and bases, chemical equilibrium and ionic equilibrium. Profits and reactions of halogens and sulfur. Prep. 11-01; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

11-03 *General Chemistry* — Elementary consideration of qualitative analysis of cations, properties of colloidal dispersions, metals and general principles of metallurgy, iron and steel manufacture, chemistry of nitrogen, of alkaline earth metals, boron family and certain selected metals, principles of electrochemistry. Prep. 11-02; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

11-04 *General Chemistry* — Study of chemistry of carbon and group properties of silicon, tin and lead, terminology of organic chemistry, open-chain compounds and their derivatives, petroleum and its refining, closed-chain hydrocarbons and derivatives, elements of polymer chemistry including rubber substitutes and plastics. Prep. 11-03; 3 Class Hrs.; 3 Lab. Hrs.; 2 Credit Hrs.

11-09 *Inorganic Chemistry* — The elements, together with the more important classes of compounds, are surveyed from the standpoint of the periodic system. Prep. 11-04; 4 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

11-10 *Quantitative Analysis* — Theory and practice of volumetric analysis. Use of the analytical balance, calibration of glassware, acidimetry and alkalinity, neutralization and precipitation methods, and the use of indicators. Prep. 11-04; 2 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

11-11 *Qualitative Analysis* — Balancing of oxidation-reduction equations, outline of qualitative procedures, ionic theory and ionization constants, meaning of pH, solubility product, hydrolysis and its applications, complex compounds and co-ordination theory, amphoteric behaviors, electrode potential. Prep. 11-04; 2 Class Hrs.; 3 Lab. Hrs.; 2½ Credit Hrs.

11-12 *Quantitative Analysis* — Theory and practice of volumetric analysis continued. Oxidation-reduction methods, potentiometric methods of analysis and colorimetry. Prep. 11-10; 2 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

11-13 *Qualitative Analysis* — The subject matter of this course is identical with that of 11-11 Qualitative Analysis. Prep. 11-03; 3 Class Hrs.; 6 Lab. Hrs.; 2 Credit Hrs.

11-14 *Quantitative Analysis* — Theory and practice of gravimetric analysis. Discussion of rock analysis, iron and steel analysis, nonferrous alloys and electrolytic methods. Prep. 11-12; 3 Class Hrs.; 6 Lab. Hrs.; 5 Credit Hrs.

11-15 *Instrumental Analysis* — A course in the use of instrumental and physico-chemical methods in analytical chemistry, including the types of instruments

available, the theory of their operation, the limitations, advantages and disadvantages of each instrument. Among those considered are colorimeters, both visual and photoelectric, turbidimeters, nephelometers, spectrophotometers both visual and ultra-violet, the polarizing microscope, refractometer, polarimeter, polarograph, conductivity bridge, potentiometer, and gas analysis apparatus. Prep. 11-14; 2 Class Hrs.; 6 Lab. Hrs.; 4 Credit Hrs.

11-16 *Quantitative Analysis* — The subject of this course is the same as that of 11-14 but there is less laboratory work. Prep. 11-12; 3 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

11-17 *Quantitative Analysis* — A course in the theory and practice of volumetric and colorimetric analysis, including the use of the various measuring instruments, the preparation, standardization and applications of neutralizing, redox, and precipitating solutions, the colorimetric determination of pH and of various materials. Prep. 11-04; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

11-18 *Quantitative Analysis* — A course in the theory and practice of elementary gravimetric methods, and selected topics in instrumental analysis. In this course, as well as in the preceding one, wherever possible the applications chosen are from the biological field. Prep. 11-17; 2 Class Hrs.; 3 Lab. Hrs.; 3 Credit Hrs.

11-20 *Organic Chemistry* — Reactions and properties of aliphatic compounds. Discussion of molecules, structural and electronic formulas, preparation and properties of halides, alcohols, aldehydes, ketones, acids, esters, ethers, amines, amides, sulphur compounds. Prep. 11-14; 3 Class Hrs.; 6 Lab. Hrs.; 5 Credit Hrs.

11-21 *Organic Chemistry* — Reactions and properties of aromatic compounds. Study of halides, nitro-compounds, amines, diazo compounds, sulfonic acids, phenols, ether, alcohols, aldehydes, ketones, acids, esters, condensed aromatic compounds, heterocyclic compounds, carbohydrates. Prep. 11-20; 3 Class Hrs.; 6 Lab. Hrs.; 5 Credit Hrs.

11-22 *Organic Chemistry* — Industrial applications of organic chemistry. Survey of industrial solvents — hydrocarbons, halides, alcohols, nitroparaffins, cello-solves, carbitols and others. Study of unit processes, sulfonation, halogenation, nitration, oxidation and reduction, amination, diazotization, hydrolysis. Polymerization theory and practical applications. Industrial dyestuffs. Prep. 11-21; 3 Class Hrs.; 3 Credit Hrs.

11-23 *Qualitative Organic Analysis Laboratory* — Chemical and physical tests used in organic analysis, classification, reactions, preparations of derivatives, analysis of liquid, liquid mixtures, solids, and solid mixtures. Prep. 11-21; 9 Lab. Hrs.; 3 Credit Hrs.

11-24 *Advanced Organic Chemistry* — Electronic interpretations of organic chemical reactions. Alicyclic compounds and the strain theory, free radicals and odd electron molecules, electronic interpretations of organic catalytic reactions such as Perkins, Cannizzaro, Knoevenagel, Fries, Diels-Alder, acetoacetic acid ester. Reformatsky and Arndt-Eistert reactions. Prep. 11-22; 3 Class Hrs.; 3 Credit Hrs.

11-25 *Qualitative Organic Analysis Laboratory* — Chemical and physical tests used in organic analysis, classification, reactions, preparations of derivatives, analysis of liquid, liquid mixtures, solids and solid mixtures. Prep. 11-21; 6 Lab. Hrs.; 2 Credit Hrs.

11-26 *Organic Chemistry* — The hydrocarbons, alcohols, and phenols. Molecular structure, nomenclature, properties, and reactions of aliphatic, alicyclic, and aromatic hydrocarbons. Synthesis and reactions of alcohols and phenols. Prep. 11-04; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

11-27 *Organic Chemistry* — Monofunctional compounds. Synthesis, properties, and reactions of halides, ethers, aldehydes, ketones, acids, esters, fats, amines, amides, nitriles, and azo compounds, with some attention to biological significance. Prep. 11-26; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

11-28 *Organic Chemistry* — Polyfunctional compounds. Substituted acids, quinones, dyes, stereoisomerism, amino acids, carbohydrates, and proteins, with special emphasis on biological significance. Prep. 11-27; 3 Class Hrs.; 6 Lab. Hrs.; 5 Credit Hrs.

11-29 *Advanced Organic Preparations* — Assigned preparations which require literature review to determine the best procedure. Prep. 11-22; 6 Lab. Hrs.; 2 Credit Hrs.

11-30 *Physical Chemistry* — Properties of ideal and real gases, kinetic theory of gases, ideal gas law, equations for real gases. Properties of liquids, equations of state, liquefaction of gases. Crystal structure, X-ray analysis, specific heat of solids, solid-liquid and solid-gas equilibria. Colligative properties of dilute solutions. Preparation and properties of colloidal systems. Prep. 11-14 and 14-06; 4 Class Hrs.; 3 Lab. Hrs.; 5 Credit Hrs.

11-31 *Physical Chemistry* — First and second laws of thermodynamics, heat capacity of gases, thermochemistry, free energy changes, homogeneous chemical equilibrium, calculations of equilibrium constant, heterogeneous equilibrium, phase rule, condensed system diagrams. Prep. 11-30; 4 Class Hrs.; 4 Lab. Hrs.; 5 Credit Hrs.

11-32 *Physical Chemistry* — Chemical kinetics, order of reactions, types of reactions, electrical conductance of solutions of electrolytes, degree of ionization, degree of hydrolysis, types of conductance equations, electrolytic solution theory, ionic equilibria, electromotive force, standard potentials, cells, calculation of voltage. Prep. 11-31; 4 Class Hrs.; 4 Lab. Hrs.; 5 Credit Hrs.

11-33 *Physical Chemistry* — The subject matter of this course is identical with that of 11-31 Physical Chemistry except that less laboratory work is provided. Prep. 11-30; 4 Class Hrs.; 2 Lab. Hrs.; 4 Credit Hrs.

11-34 *Physical Chemistry* — The subject matter of this course is identical with that of 11-32 Physical Chemistry except that less laboratory work is provided. Prep. 11-33; 4 Class Hrs.; 2 Lab. Hrs.; 4 Credit Hrs.

11-35 *Advanced Physical Chemistry* — Nucleonics, scattering of alpha particles, nuclear composition, isotopes, separation of isotopes, mass defects, natural

radioactive elements, accelerators, nuclear reactions, nuclear decay, fission. Photochemistry, theory of radiation, light sources, laws of light absorption, study of typical photochemical reactions. Elementary study of phosphorus. Prep. 11-09; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

11-36 *Special Topics* — Discussion of advanced topics in inorganic chemistry, thermodynamics or physical chemistry. Subject matter varies from year to year. Prep. 11-35; 3 Class Hrs.; 3 Credit Hrs.

11-41 *Chemical Literature* — Uses of abstracting journals, types and sources of publications, patents as sources of information, sources of financial, statistical and industrial information. Preparation of a detailed bibliography on an original topic. Prep. 11-04; 1 Class Hr.; 1 Credit Hr.

11-43, 11-44 *Senior Research* — Experimental work under direction of staff members. Approval of department head necessary. Each course carries 3 credits and extends throughout a single term. Prep. 11-32; 9 Lab. Hrs.; 3 Credit Hrs.

11-45 *Biological Chemistry* — Properties of and tests for carbohydrates, proteins, amines, nucleic acids, purines, pyrimidines, lipoids, fats. Chemistry of digestion, metabolism and detoxification. Prep. 11-22 or 11-28; 4 Class Hrs.; 4 Lab. Hrs.; 4 Credit Hrs.

Graduate Courses in Chemistry

11-100, 11-101, 11-102, 11-103 *Advanced Physical Chemistry* — Study of advanced topics in physical chemistry. 3 Class Hrs.; 3 Credit Hrs.

11-104, 11-105, 11-106, 11-107 *Advanced Organic Chemistry* — Study of advanced topics in organic chemistry. 3 Class Hrs.; 3 Credit Hrs.

11-108, 11-109, 11-110, 11-111, 11-112, 11-113, 11-114, 11-115 *Thesis* — Experimental problem. Carried continuously throughout eight consecutive terms. (To be arranged) Lab. Hrs.; 1 Credit Hr.

11-116, 11-117, 11-120, 11-121 *Advanced Inorganic Chemistry* — Study of advanced topics in inorganic chemistry. 2 Class Hrs.; 2 Credit Hrs.

11-118, 11-122 *Advanced Organic Chemistry* — Study of advanced topics in organic chemistry. 2 Class Hrs.; 2 Credit Hrs.

11-119, 11-123 *Advanced Physical Chemistry* — Study of advanced topics in physical chemistry. 2 Class Hrs.; 2 Credit Hrs.

Drawing

12-01 *Engineering Drawing* — A course in fundamentals of the graphic language as applied in engineering. It comprises a thorough study of multi-planar orthographic shape description as a foundation for the later study of working drawings. The work is laid out to include the following divisions: care and use of drawing equipment, freehand lettering, geometric constructions, elements of nomography, vector diagrams, multiview orthographic drawing including primary and secondary auxiliary views and freehand technical sketching. 6 Lab. Hrs.; 3 Credit Hrs.

12-02 *Engineering Drawing* — This is a continuation of Course 12-01 and includes a study of pictorial drawing, working drawings, and applications of A.S.A. standards. Isometric, oblique, and parallel and angular perspective are studied in the pictorial field. Sections, dimensioning, screw threads, fasteners, and ink tracing are applied to simple detail and assembly drawings. Pencil work on vellum is made suitable for the various reproduction processes. Prep. 12-01; 6 Lab. Hrs.; 3 Credit Hrs.

12-03 *Descriptive Geometry* — This is a course in the theory of projection drawing. It is designed to develop powers of visualization and to solve, by revolution, auxiliary and direct method problems involving space relationships. In addition to problems with point, line, and plane, the course includes a study of intersection and development of surfaces, shadows, mining problems, graphic solutions of stresses in framed structures, and other problems of a practical nature. Prep. 12-01; 6 Lab. Hrs.; 3 Credit Hrs.

12-04 *Machine Drawing* — Detail working drawings of machine parts and assembly drawings of simple machines are made according to recommendations of the American Standards Association. Elements of fundamental design and such simple phases of mechanism as are essential to a complete understanding of machine drawing are included in the course. Fasteners, machine parts and samples of small machines are made available for reference. Drawings are reproduced by students in blueprint, ozalid, blackline and photograph. Prep. 12-01, 12-02; 6 Lab. Hrs.; 2 Credit Hrs.

12-05 *Graphic Representation* — A study of fundamentals of the graphic language intended to familiarize the student with the solution of problems involving scientific data using graphical methods. The course includes a study of the purpose and use of drafting equipment, geometric and projective constructions including the conics, lettering, scalars and vectors, graphical scales including simple nomography and charts, empirical and periodic curves, elements of orthographic and axonometric drawing, and inking as applied to presentation of data. 3 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

Geology

13-04 *Historical Geology* — How and when did the earth begin and what changes have taken place since its beginning will be the major concern of this course. The various geologic periods will be discussed as to land form changes, the forces causing these changes, and the particular plants and animals common to each period. Emphasis will be placed on the geologic history of the eastern United States. 5 Class Hrs.; 2½ Credit Hrs.

13-05 *Physical Geology* — This course is concerned with the structure of the earth and those forces which are acting to shape the various topographical formations. After an introduction to rocks and minerals the geological principles of weathering, erosion, diastrophism, and volcanism will be discussed. 5 Class Hrs.; 2½ Credit Hrs.

Mathematics

14-05 *Differential Calculus* — This course continues from 14-54. Topics include differentiation of algebraic, trigonometric, exponential, and logarithmic functions; successive, implicit, explicit, partial, total differentiation; curvature; points of inflection; related rates; velocity, acceleration; maxima and minima; indeterminate forms; infinite series; applications in geometry, physics, and mechanics. Prep. 14-54; 4 Class Hrs.; 4 Credit Hrs.

14-06 *Integral Calculus* — The course deals with integration as the inverse of differentiation as well as the limit of summation. Topics include methods of integration; successive, indefinite, definite integrals; constant of integration; rectangular and polar coordinates; areas, center of gravity; moment of inertia; length of curves; volumes; areas of surfaces of revolution; applied problems in work, pressure, etc.; solution of simpler differential equations. Prep. 14-05; 4 Class Hrs.; 4 Credit Hrs.

14-07 *Differential Equations* — The elementary theory and solution of ordinary differential equations is offered as a general course in mathematics. Although principally a problem course, properties of equations and of their solutions are deduced and applications in some fields of science are analyzed. Prep. 14-06; 4 Class Hrs.; 4 Credit Hrs.

14-08 *Differential Equations* — Topics include special cases of first order equations; first order higher degree with envelopes; special loci; particular curves; applications in mechanics; general second order linear equation with some special methods; solution in series; Legendre and Bessel equations; elementary partial differential equations of the first and second orders; Fourier series. Prep. 14-07; 4 Class Hrs.; 4 Credit Hrs.

14-09 *Analytic Mechanics* — Topics include vector analysis; Newton's laws of motion; statics; kinematics, and dynamics of particles and rigid bodies in a plane; moments; friction; energy and work; impulsive motion; vibrations. Prep. 14-07; 4 Class Hrs.; 4 Credit Hrs.

14-10 *Analytic Mechanics* — This course is a continuation of 14-09. Topics include statics, kinematics, and dynamics of particles and rigid bodies in space; moments; energy and work; impulsive motion; Lagrange's equations; introduction to the special theory of relativity; Lorentz transformation. Prep. 14-09; 4 Class Hrs.; 4 Credit Hrs.

14-12 *Systems of Geometry* — A survey of geometries as developed from a common foundation; geometry of Euclid with points and lines at infinity, geometry of the triangle and circle, inversion; spherical geometry and trigonometry; non-Euclidean geometries, the parallel postulate, geometries of Bolyai, Lobachevsky, Riemann. Prep. 14-06; 4 Class Hrs.; 4 Credit Hrs.

14-14 *History of Mathematics* — A survey of the development of the various branches of mathematics, with special attention to the lives of men who have made outstanding contributions to mathematical science; relations between the growth of mathematical knowledge and the development of civilization. Prep. 14-06; 4 Class Hrs.; 4 Credit Hrs.

14-15 *Advanced Calculus* — This and the following course are essential to advanced study in both pure and applied mathematics. Some of the topics are special methods of integration, improper definite integrals; hyperbolic functions; theorems on limits, continuity, differentials, mean-value, indeterminate forms; Taylor's series. Prep. 14-06; 4 Class Hrs.; 4 Credit Hrs.

14-16 *Advanced Calculus* — A continuation of 14-15. Topics include partial differentiation; composite and implicit functions; Jacobians; Riemann definite integral; differentiation of integrals; line integrals; special definite integrals, Gamma and Beta functions, LaPlace transforms; elliptic functions. Prep. 14-15; 4 Class Hrs.; 4 Credit Hrs.

14-17 *Infinite Series* — Study of limits; infinite series; tests of convergence and divergence; algebraic operations with series; integration and differentiation; integration by means of series; applications and uses of special series, including power and Fourier series; solution of differential equations by series; partial differential equations, LaPlace equation, applications in wave equation and vibration membranes. Prep. 14-08; 4 Class Hrs.; 4 Credit Hrs.

14-18 *Theory of Equations* — A first course in theory and analysis of equations and polynomials; continuity. Complex numbers in all forms. Some theory of numbers; solution of equations of higher degree; discriminants; theorems on roots. Proof of the fundamental theorem of algebra; some symmetric functions. Complete analysis of m equations in n unknowns using determinants and matrices. Prep. 14-06; 4 Class Hrs.; 4 Credit Hrs..

14-19 *Solid Analytic Geometry* — A study of space geometry covering rectangular, cylindrical, and spherical coordinates. Planes, lines, surfaces, and curves in three dimensions are analyzed. Calculus is used with total and partial differentiations, volumes, and surface integrals. Prep. 14-06; 4 Class Hrs.; 4 Credit Hrs.

14-20 *Advanced Mathematics for Engineers* — Further study in differential equations including variation of parameters, solution by infinite series; Fourier series; Bessel's and Legendre's equations; some partial differential equations, Laplace's equation and the wave equation; vector analysis and the calculus of vectors. Prep. 14-07; 3 Class Hrs.; 3 Credit Hrs.

14-21 *Basic Mathematics* — A course in algebra, partly review, for non-science students, in preparation for work in trigonometry and physics. High school algebra is reviewed, using the basic methods of logical reasoning rather than the use of formulae and rules, before the more advanced topics are taken. 3 Class Hrs.; 3 Credit Hrs.

14-22 *Basic Mathematics* — A course for non-science students in plane trigonometry, including logarithms. The usual topics of plane trigonometry through the solution of triangles are covered. Prep. 14-21; 3 Class Hrs.; 3 Credit Hrs.

14-23 *Basic Mathematics* — A continuation of the two preceding courses, with more special topics in algebra and trigonometry, as needed for the study of physics and analytic geometry. Analytic geometry is introduced with emphasis on plotting of graphs and the analysis of some of the equations used in the preceding courses. Prep. 14-22; 3 Class Hrs.; 3 Credit Hrs.

14-24 *Introduction to Mathematics* — An elementary mathematics course for students not taking any other mathematics. Topics included: number systems; basic principles underlying algebra and geometry; translation of stated problems into mathematical symbols and interpretation of mathematical symbols into correct English sentences; uses and evaluation of formulas; solution of first degree and simultaneous equations; story problems; fractions; graphs; variation; binomial theorem; progressions. 5 Class Hrs.; 2½ Credit Hrs.

14-25 *Mathematical Principles* — A more detailed and expanded study of the basic principles of algebra. Topics include: functions and graphs; solution of the quadratic equation; theory of exponents and radicals; logarithms; determinants; permutations and combinations; meaning of mathematical symbols used in statistical work. The course follows directly after the work of 14-24. *Introduction to Mathematics*. Prep. 14-24; 5 Class Hrs.; 2½ Credit Hrs.

14-28 *Mathematical Statistics* — The course covers the elements of probability theory for continuous and discrete distributions. Large sample theory of one and two variables is developed, including regression and correlation with particular attention to applications. Some time is spent on representation of statistical data. Prep. 14-06; 4 Class Hrs.; 4 Credit Hrs.

14-29 *Mathematical Statistics* — This is a continuation of Course 14-28. The topics covered are distributions of more than two variables, multiple and partial correlation, small sampling theory, "student's" distribution, the chi-square distribution, non-parametric methods, statistical hypotheses, and statistical design in experiments. Prep. 14-28; 4 Class Hrs.; 4 Credit Hrs.

14-51 *Mathematics I* — Plane trigonometry is studied through the solution of right triangles with logarithms. During the work a review is made of the fundamental algebraic processes with special attention to the reasoning underlying these processes. Also included are topics in permutations, combinations, probability, and statistics. Prep. 2 units High School Algebra; 5 Class Hrs.; 4 Credit Hrs.

14-52 *Mathematics II* — Trigonometry continues with the study of compound angles, radians, graphs, inverse functions, equations, and solution of all triangles. Additional analysis is done in algebra with quadratics, determinants, and complex numbers. Polar curves are studied and analytic geometry is carried through the study of the straight line. Prep. 15-51; 5 Class Hrs.; 4 Credit Hrs.

14-53 *Mathematics III* — Analytic geometry is concluded through locus problems, circles, conics, and graphs of transcendental functions. Here follows a study of continuity, limits, the differential and derivative of algebraic functions with applications to tangents and graphs. Again the necessary algebra is reviewed. Prep. 14-52; 5 Class Hrs.; 4 Credit Hrs.

14-54 *Mathematics IV* — The differential calculus of algebraic functions continues with explicit and implicit functions, products, fractions, successive derivatives, applications to angles of intersection, maximum and minimum story problems, graphs, and roots of equations. A start is made on integration of algebraic

functions and the calculus of trigonometric functions is introduced. Prep. 14-53; 5 Class Hrs.; $2\frac{1}{2}$ Credit Hrs.

14-61; 14-62 Directed study courses in special advanced topics.

Graduate Courses in Mathematics

14.105 *Advanced Mathematics I* — Boundary-value problems and orthogonal functions; expansion of arbitrary functions in Fourier series, Fourier-Bessel series, Legendre series. Algebra and calculus of vectors, line and surface integrals. Introduction to the general solution of partial differential equations. Solution of physical problems, such as heat flow and vibration, involving partial differential equations. Prep. Differential Equations; 7 Class Hrs.; Credit, 2 Semester Hrs.

14.106 *Advanced Mathematics II* — Introduction to the mathematics of probability and statistics: discrete and continuous probability distributions, Bayes' theorem, convolution integrals, characteristic functions, central-limit theorem. Study of special functions such as error function and gamma function. Prep. 14.105; $3\frac{1}{2}$ Credit Hrs.; 2 Semester Hrs.

Physics

15-01 *Physics* — A study of the basic principles of mechanics. The topics treated include units, vectors, linear and angular motion, torque, force, mass, Newton's laws of motion, friction, central forces, moment of inertia, and static equilibrium. Lectures and demonstrations only. 3 Class Hrs.; 3 Credit Hrs.

15-02 *Physics* — This course completes the study of mechanics. Energy, power, machines, vibratory motion, elasticity, fluids and dynamics of rigid bodies are studied. Prep. 15-01; 3 Class Hrs.; 3 Credit Hrs.

15-03 *Physics* — In this course magnetism and electricity are studied. The topics discussed are electrostatics and atomic structure, magnetism, direct currents, resistivity, direct current circuits and electromagnetism. Prep. 15-02; 3 Class Hrs.; 3 Credit Hrs.

15-04 *Physics* — Electromagnetism, magnetic currents, condensers, the basic principles of alternating current generation and series circuits, thermoelectric photoelectric, and thermionic effects, electromagnetic radiation, x-rays and the basic concepts of electronics are the topics studied. Prep. 15-03; 5 Class Hrs.; $2\frac{1}{2}$ Credit Hrs.

15-05 *Physics* — A first course in the study of light, the basic principles of wave motion, reflection and refraction of light, mirrors, prisms, lenses, types of spectra and the spectroscope, color, optical instruments, interference and diffraction effects, the diffraction grating, x-ray diffraction, polarization, and light sources are the topics discussed. Lectures, demonstrations, and laboratory experiments on selected topics in mechanics and light. Prep. 15-04; 4 Class Hrs.; 3 Lab. Hrs.; 5 Credit Hrs.

15-06 *Physics* — A first course in sound and heat. The subjects covered in sound are types of wave motion, characteristics of sound, vibrations in strings, rods and air columns, resonance, musical scales and intensity levels. In heat, the topics covered are temperature scales, calorimetry, change of state, expansion of solids, liquids and gases, the general gas laws, humidity, mechanical equivalent and transfer of heat. Lectures, demonstrations, and laboratory experiments on selected topics in sound, heat, electricity, and radioactivity. Prep. 15-04; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

15-07 *Survey of Physical Sciences* — This sequence of courses is designed to give students a broad understanding and appreciation of the various physical sciences. This term begins with an introduction to the nature of science and how science develops with illustrations mainly drawn from the development of the concept of atmospheric pressure. In the second half of this term the development of astronomical science is studied from an historical view with current astronomical concepts following this introduction. Demonstrations and other visual aids are used in each term wherever applicable. 3 Class Hrs.; 3 Credit Hrs.

15-08 *Survey of Physical Sciences* — A continuation of 15-07 with consideration of geometric and physical optics and the principles of sound waves. A study of the atmosphere, weather elements and weather forecasting is also included in this term. 3 Class Hrs.; 3 Credit Hrs.

15-09 *Survey of Physical Sciences* — In this term an introduction is given to physical geology and the forces that govern the physical features of the earth. The study of mechanics is included in this term although only simple mathematics is used. 3 Class Hrs.; 3 Credit Hrs.

15-10 *Survey of Physical Sciences* — This short term is devoted to a study of chemistry. After an introduction to basic chemical concepts the attention is directed to nuclear chemistry with emphasis being placed on a better understanding of atomic energy. 4 Class Hrs.; 2 Credit Hrs.

15-11 *General Physics* — The general topic of consideration is a survey of Newtonian mechanics. Specific topics include methods of measurement, laws of rectilinear motion, uniform circular motion, equations of equilibrium, and mechanics of liquids. Lectures and demonstrations are coupled with problems solvable by algebraic or trigonometric methods only. Prep. 14-23; 6 Class Hrs.; 3 Credit Hrs.

15-12 *General Physics* — A survey of the topics of heat, wave motion, sound and light with some discussion of the laws of X radiation and radioactivity. Lectures, demonstrations, problems and laboratory experiments are performed by the students on the above topics and those of 15-11. Prep. 15-11; 3 Class Hrs.; 3 Lab. Hrs.; 5 Credit Hrs.

15-13 *General Physics* — A study of the topics of electricity and magnetism and introductory electronics. Ohm's Law, induced E.M.F.'s, alternating current, telegraphy and simple vacuum tubes are among topics discussed. Lectures demonstrations, problems and laboratory work on the above topics. Prep., 15-12; 3 Class Hrs.; 3 Lab. Hrs.; 5 Credit Hrs.

15-14 *Advanced Physics* — A study of gaseous conduction and its applications, electron emission and basic electron tubes, including the fundamental circuits of electron tubes. This course is for Chemistry Majors only and the use of chemistry in the manufacture of electron tubes is stressed. The course time is equally divided between class and laboratory periods. Prep. 14-06, 15-06; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

15-15 *Advanced Physics* — A brief study of experimental spectroscopy. The topics discussed are the general optical principles of spectroscopic apparatus, prism spectroscopes and spectrographs, the photographic process, slit width and illumination, the diffraction grating, types of mounting for the grating, the Bohr-Sommerfeld atom, the origin of atomic spectra, the spectra of the hydrogen and sodium atoms and quantum numbers. Lectures and laboratory experiments. For Chemistry Majors only. Prep. 14-06, 15-06; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

15-16 *Electricity and Magnetism* — Selected topics not covered in 15-03 and 15-04 are studied, including work in electrostatics, magnetism, direct and alternating currents, electrical units, and Maxwell's equations. This course serves as an intermediate between Courses 15-04 and 15-24. Prep. 15-06, 14-06; 3 Class Hrs.; 3 Credit Hrs.

15-20 *Optics* — After a brief consideration of wave motion, a detailed study is made of interference and Fraunhofer diffraction of light. A thorough understanding of the fundamental principles of physical optics, which the student is encouraged to use in attacking theoretical and experimental problems, is the objective of the classroom discussions. All topics are illustrated by laboratory experiments, designed to acquaint the student with optical techniques and the handling of instruments of high precision. Prep. 14-06, 15-06; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

15-21 *Optics* — A continuation of 15-20, with the same general objectives. Diffraction gratings, Fresnel diffraction, and polarization are studied in detail. The latter part of the course is devoted to a consideration of a special topic, for example, spectra, dispersion, Maxwell's equations, which is chosen by the class. All topics are illustrated by laboratory experiments, with increased emphasis on handling instruments of high precision. Prep. 15-20; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

15-22 *Acoustics* — This course includes a detailed mathematical study of the modes of vibration of strings, pipes, and membranes, with a consideration of vibrating systems in general. A thorough understanding of fundamental principles, which the student is encouraged to use in attacking theoretical and experimental problems, is the objective of the classroom discussions. All topics are illustrated by laboratory experiments, with comparatively simple apparatus, designed to acquaint the student with acoustical techniques. Prep. 14-06, 15-06; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

15-23 *Acoustics* — A continuation of 15-22, with the same general objectives, this course applies the principles previously studied to the problems of speech, audition, filters, loud speakers, musical instruments, and the acoustics of auditoriums. All topics are illustrated by laboratory experiments, with more

complicated apparatus than that used in the preceding course. Prep. 15-22; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

15-24 *Electronics* — This course is designed to make the student familiar with the principles, operation, and application of electronic devices. Electron emission, diodes, triodes, tetrodes, pentodes, followed by voltage amplifiers at radio and audio frequencies. Rectifier and filter circuits complete the course. Experiments are performed on all of these topics. Prep. 15-16; 3 Class Hrs.; 2 Lab. Hrs.; 4 Credit Hrs.

15-25 *Electronics* — Continuing the work of the first term with power amplifiers oscillators, photo tubes, thyatrons. The power amplifier topic includes negative feedback, push pull and radio frequency types. Oscillators are studied at both radio and audio frequencies and of several types. Comprehensive experiments are done on all topics. Prep. 15-24; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

15-26 *Modern Physics* — A study of molecular relationships, atomic nature of matter and electricity, the corpuscular nature of radiant energy, quantum mechanics, wave theory of matter, atomic structure, spectroscopy and X-ray production and measurement. Prep. 14-06, 15-06; 4 Class Hrs.; 4 Credit Hrs.

15-27 *Modern Physics* — Atomic spectra, molecular spectra, periodic system, radioactivity, alpha-beta-gamma ray spectra, nuclear structure and devices for studying these phenomena are presented. Some time is also given to artificial transmutation processes, fission and cosmic rays. Prep. 15-26; 4 Class Hrs.; 4 Credit Hrs.

15-28 *Electrical Instruments* — This is a laboratory course to acquaint the student with the numerous electrical and electronic instruments that are used in research. Their correct use and limitations are carefully studied. Use is made of common d-c and a-c instruments, vacuum tube voltmeters of various types, audio oscillators, radio-frequency generators, cathode ray oscilloscopes, audio and radio-frequency bridges, and impedance bridges. The latter part of the course covers the use of several of the instruments in each problem. Prep. 15-25; 2 Class Hrs.; 4 Lab. Hrs.; 4 Credit Hrs.

15-31 *Nuclear Physics* — A chronological outline of the development of theories of the nucleus. Alpha, beta and gamma ray spectra and their interaction with matter. Introduction of the neutrino, pair formation and mesons. Scattering and cross sections. Prep. 14-07, 15-27; 3 Class Hrs.; 3 Credit Hrs.

15-32 *Nuclear Physics* — Introduction to those parts of quantum theory and relativity having a bearing on the study of the nucleus. Nuclear structure, statistics and forces. Majorana, Heisenberg forces and, if time permits, more modern theories. Prep. 15-31; 3 Class Hrs.; 3 Credit Hrs.

Graduate Courses in Physics

Evening Courses in the Evening Graduate Division.

G15.101, G15.102 *Theoretical Physics* — The basic methods and fundamental theories forming the classical foundation of physics. A mathematical formulation of these concepts illustrated in application to the standard fields of physics

such as mechanics, electromagnetic fields, thermodynamics, statistical mechanics, hydrodynamics, and if time permits, the extension of these concepts to the more recent fields of physics. 2 Class Hrs.; 3.5 Credit Hrs.

G15.105 *Advanced Physics* — Selected topics of theoretical physics of special interest to electrical engineers. Emphasis is placed on electrostatics and wave propagation. Prep. G14.106; 7 Class Hrs.; Credit, 2 Semester Hrs.

G15.211, G15.212 *Introduction to Quantum Theory* — Postulational formulation of quantum mechanics. The basic theory in both operator and matrix formulation. An introduction to the philosophy and structure of quantum theory. Time independent and time dependent perturbation theory and the use of group theory. Application to physical problems. Prep. Theoretical Physics; 2 Class Hrs.; 3.5 Credit Hrs.

Day Courses

15.315A, 15.315B, 15.316A, 15.316B *Theoretical Mechanics* — A study of the fundamental law of statics and dynamics. The equilibrium state and an introduction to the calculus of variations. Formulation of mechanics according to Newton, Lagrange, and Hamilton. The transformation theory of mechanics and an introduction to the theory of relativity. 2 Class Hrs.; 1.5 Credit Hrs.

15.503A, 15.503B, 15.504A, 15.504B — *Electromagnetic Theory* — The classical theory of the electromagnetic field as described by Maxwell's equations. The static field and fields varying with time. The basic problems of radiation propagation and diffraction. Metal and crystal optics. 2 Class Hrs.; 1.5 Credit Hrs.

15.710A, 15.710B *Thermodynamics* — A discussion and development of the laws of thermodynamics. Characteristic functions and transformations of variables. Introduction of electric and magnetic variables. The classical theory of para and ferromagnetism. Thermodynamic equilibrium and shift from equilibrium. 2 Class Hrs.; 1.5 Credit Hrs.

15.718A, 15.718B *Statistical Mechanics and Solid State* — Development of the thermodynamic laws from the point of view of statistical mechanics. Discussion of Maxwell-Boltzmann, Fermi-Dirac, and Einstein-Bose statistics. An introduction to the classical and modern theories of the solid state. Application to physical problems. Prep. Thermodynamics; 2 Class Hrs.; 1.5 Credit Hrs.

15.221A, 15.221B *Nuclear Physics* — Outline of the development of nuclear physics. Detection and measurement of radiation. Scattering cross sections. The Born approximation. General properties of nuclei and theories of nuclear structure and composition. Nuclear forces and statistics. The general and formal theory of nuclear reactions. Prep. Modern Physics; 2 Class Hrs.; 1.5 Credit Hrs.

15.520A, 15.520B *Partial Differential Equations of Physics* — The formulation and solution of the partial differential equations of physics with particular regard to their structure. Orthonormal functions and their use in the solution of partial differential equations. 2 Class Hrs.; 1.5 Credit Hrs.

Physical Education

16-10, 11, 12 *Physical Education* — All first-year students are required to take Physical Education or ROTC. Health, strength and vitality do not come by chance but by constant attention to those factors involved in their development. It is very essential for the student to acquire good habits of living.

The course consists of participation in athletic games and sports.

Students wishing to be excused from Physical Training because of physical defects are required to present a petition to the faculty supported by a physician's certificate. 2 Lab. Hrs.; 0 Credit Hrs.

16-21 *Principles of Physical Education* — The course considers the place of physical education in the educational program in the United States. The development of physical education programs based on the changes in society from primitive to modern times is discussed, careful attention being given to the needs of the individual, as well as to the needs of the group. Relationship between medical service and the physical education department is considered, and methods of coordination between these two important departments are investigated. The course also includes a consideration of the proper place occupied by inter-school and intercollegiate athletics in the physical education program.

Required of all students electing Physical Education as a minor field. 4 Class Hrs.; 4 Credit Hrs.

16-23 *History of Physical Education* — To provide a valuable background for students in this field, this course traces the whole history of physical education from the days of the Greeks and Romans up to the present. Attention is given to special systems of training which have been developed in the United States as well as in foreign countries.

The course is required of all students electing Physical Education as a minor field. 4 Class Hrs.; 4 Credit Hrs.

16-24 *Administration of Physical Education* — This course is designed to acquaint students in the field of physical education with many of the administrative problems which are likely to arise in connection with their work. The subject matter includes a consideration of the objectives of the physical education program, personnel required, and various allied subjects, such as gymnasias, athletic fields and the construction and maintenance of these units. The conduct of the athletic program, including requirements for equipment, arrangements of schedules, coaching, meets, etc., is also included.

Required of all students electing Physical Education as a minor field. 4 Class Hrs.; 4 Credit Hrs.

16-25 *Football* — This course is designed to furnish the student interested in football coaching with a thorough knowledge of the sport. Careful consideration is given to the fundamentals in discussing the plays of each position in the line and backfield. Various well-known offensive and defensive systems are discussed for the purpose of considering their general merits, as well as adaptations to particular situations. Training and conditioning, rules and interpretation, and officiating are given proper attention. 4 Class Hrs.; 4 Credit Hrs.

16-26 *Track and Field Events* — This course considers the care and training of track athletes. Practice schedules, selection of material, conduct of meets, etc., are discussed. The viewpoint from which the topics are treated is that of the student of coaching technique. In connection with this course, action pictures taken from actual performances by world champions, together with moving pictures, are of great value in demonstrating the style and technique of track and field events. 4 Class Hrs.; 4 Credit Hrs.

16-27 *Basketball and Baseball* — The baseball section of the course covers with reasonable completeness the job of the coach in either high school or college to properly administer the sport. The techniques of individual and team play in fundamentals and strategy are covered to make for a well-rounded program.

The basketball section of the course deals with organization and conducting basketball as a phase of interschool competition. Basic fundamentals and techniques as well as the different systems of individual and team play as employed in the major schools of the country are stressed. 4 Class Hrs.; 4 Credit Hrs.

Economics

20-01 *Economic Geography* — After a presentation of the broad field of study in economic geography, this course concentrates upon the fundamental geographic and geologic facts and principles that are necessary to an understanding of basic economic institutions. 3 Class Hrs.; 3 Credit Hrs.

20-02 *Economic Geography* — This course continues the study in economic geography by examining the available and potential resources and institutions of the different countries and areas of the world. Prep. 20-01; 3 Class Hrs.; 3 Credit Hrs.

20-04 *Introduction to Economics* — This course will discuss the problems basic to all economic societies. It is intended to give the student a survey of the more important aspects of the American economy. Attention will be given to such topics as national income, its fluctuations, the banking system, labor, business organization, etc. The course approach will primarily be an institutional one. 3 Class Hrs.; 3 Credit Hrs.

20-05 *Economic Geography* — This course analyzes the geography and the economic resources of the world, particularly those of the United States. Emphasis is placed upon the part played by these factors in the development of our modern industrial society and upon world affairs. 4 Class Hrs.; 4 Credit Hrs.

20-06, 20-07 *Principles and Problems of Economics* — An introductory course in economic theory and its application to the major problems confronting the United States economy. In addition to the usual text materials, reading in such publications as the reports of the Council of Economic Advisers will be covered. 4 Class Hrs.; 4 Credit Hrs. (Each term).

20-09 *Introduction to Statistics (Graphical Presentation)* — This course presents the fundamentals of the graphic language as it is employed in business and industrial relationships and is intended to facilitate a better understanding

between the fabrication and marketing phases of industrial products. It includes a study of drawing equipment and its use, lettering, geometric constructions, multiplaner orthographic projection, freehand and technical sketching, pictorial representation, and elements of dimensioning, with a study and interpretation of drawings from the various industrial fields. 3 Class Hrs.; 6 Lab. Hrs.; 3 Credit Hrs.

20-11 *Economics* — After an analysis of the main characteristics of our modern economic order, the course deals with the principles of price determination under competitive and monopolistic conditions, and the principles underlying the distribution of wealth and income into wages, rent, interest and profits. 3 Class Hrs.; 3 Credit Hrs.

20-12 *Economics* — A continuation of 20-11. Attention is given to the problems of the business cycle, fiscal policy, exchange, banking, international trade, and social movements. The student is encouraged to give serious consideration to government and private enterprise policies and problems. Prep. 20-11; 3 Class Hrs.; 3 Credit Hrs.

20-13 *Economic Principles* — A thorough grounding in the fundamental principles and laws of economics is the aim of this basic course. The main topics include the nature and organization of production, the nature and importance of wants, the relation of money and prices, the process of exchange, the nature of international trade, the determination of price under conditions of competition and monopoly, the distribution of wealth and income in the form of wages, economic rent, interest, and profits. Prep. 20-03 B.A., 20-05 L.A.; 4 Class Hrs.; 4 Credit Hrs.

20-14 *Economic Problems* — In this course the application of economic principles to some of the major economic problems of modern society is emphasized. The problems studied include consumption, international economic relationships, labor problems such as wages, unemployment, social security, and collective bargaining and the business cycle. Prep. 20-13; 4 Class Hrs.; 4 Credit Hrs.

20-15 *Economic Problems* — A continuation of 20-14 *Economic Problems*. Among the problems considered are the following: price stabilization, the agricultural problem, the relation of government to business, including the control of monopolies and public utilities, public finance, and proposals for the remodeling and improving of the economic system. Prep. 20-14; 4 Class Hrs.; 4 Credit Hrs.

20-16 *Accounting Principles* — A course in accounting designed for those who must have a fundamental knowledge of accounting procedures and devices. The basic accounting cycle is presented. 3 Class Hrs.; 2 Lab. Hrs.; 4 Credit Hrs.

20-17 *Accounting Principles* — A continuation of 20-16 in which the student is presented with a more intimate knowledge of the accounting activity of the partnership and corporate types of business organization. The approach is exclusive in that the dominant features of accounting practice are presented and analyzed. Prep. 20-16; 3 Class Hrs.; 2 Lab. Hrs.; 4 Credit Hrs.

20-18 *American Economic History* — The economic development of the United States is traced from the colonial period to the present with special emphasis

upon the period since the Civil War. Stress is laid upon the importance of economic factors and changes in our history in the description of the development of manufacturing, agriculture, domestic and foreign commerce, finance and banking, transportation and labor organizations. Consideration is given to European developments which have been closely related to those of the United States. Prep. 20-11 or 20-13; 4 Class Hrs.; 4 Credit Hrs.

20-20 *Statistics* — This course is intended to give the student an understanding of statistical principles and methods and their practical application. A study is made of the nature, sources, collection, and organization of statistical facts; the presentation of such facts in tabular or graphic form; the various averages, measures of dispersion; and probability theory, including the bases of quality control. Laboratory periods provide an opportunity for each student to demonstrate his ability to apply the principles studied. 3 Class Hrs.; 2 Lab. Hrs.; 4 Credit Hrs.

20-21 *Statistics* — The major portion of this continuation of 20-20 involves three subjects; time series analysis, including methods of obtaining trends, seasonal indexes, and the measurement of cyclical variation; correlation analysis and the construction and use of index numbers. Prep. 20-20; 3 Class Hrs.; 2 Lab. Hrs.; 4 Credit Hrs.

20-22 *Industrial Statistics I* — The increasing use of statistics in business and in the field of industrial engineering makes essential an understanding of the fundamental methods and applications of statistical analysis. These are studied from the point of view of the user of statistical data. Statistical theory and simple mathematical analysis of statistical procedures are included as necessary to understanding the practical uses, as well as the limitations, of statistical inference in the work of the industrial engineer. The topics considered include the collection and presentation of statistical data in tabular and graphic form, the uses and construction of frequency distributions, averages, measures of dispersion and skewness; and the normal curve. 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

20-23 *Industrial Statistics II* — A continuation of 20-22, this course examines further the drawing of inferences from samples and then takes up the construction of index numbers, the analysis of time series, and simple linear correlation. Prep. 20-22; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

20-24 *Money and Banking* — This course is mainly concerned with the problems and policies of central banking in the United States. Monetary theory and bank practice are discussed, especially in relation to government fiscal policies. Prep. 20-07 or 20-15; 4 Class Hrs.; 4 Credit Hrs.

20-25 *Business Cycles* — This course covers the causes of unstable equilibrium and the ways it is measured, with its effect on our economy. Methods of making short-range and long-range forecasting; sources of material on business conditions and sequence and amplitude of this material are covered next. Finally the forecasting services are analyzed and current business conditions studied. Prep. 20-15; 4 Class Hrs.; 4 Credit Hrs.

20-26 *Labor Economics* — This course begins with a preliminary study of the growth of the working class and a brief analysis of the labor problem. It then

considers the organization and functioning of labor unions and management under collective bargaining with emphasis upon its scope rather than upon particular issues. Prep. 20-14; 4 Class Hrs.; 4 Credit Hrs.

20-27 *International Economic Relations* — A systematic survey of the development of international commercial policies in recent times. Changes in the structure of the world economy are examined, especially those that have occurred since World War I. The basic principles needed to understand modern commercial policy are developed, and the policies of individual nations and international organizations are analyzed in the light of these principles. Prep. 20-14; 4 Class Hrs.; 4 Credit Hrs.

20-28 *Economic Systems* — After developing criteria for evaluating the different economic systems, the course proceeds to a comparative analysis of capitalism, co-operation, socialism, communism, and fascism. The problems of economic planning receive particular attention. Prep. 20-15; 4 Class Hrs.; 4 Credit Hrs.

20-31 *Advanced Economic Theory* — A critical review of the origin and development of economic thought. After a brief account of the contributions of Plato and Aristotle, the early Christian fathers, and the writers of the Middle Ages, each of the main schools of economic thought is taken up in turn: the Mercantilists, the Physiocrats, the Classical School, the Socialists, the Historical School, the Austrian School, and the Neo-Classical School. Prep. 20-15; 4 Class Hrs.; 4 Credit Hrs.

20-32 *Advanced Economic Theory* — This course introduces the student to the more complex aspects of economic theory. Its primary purpose is to familiarize the student with the work of contemporary economists and with the basic ideas underlying the theoretical problems now most widely considered. Prep. 20-31; 4 Class Hrs.; 4 Credit Hrs.

20-40 *Business and Government* — This course is directed toward the development of an understanding of the part played by government (local, state, national) in economic affairs, both directly and indirectly, and of the relationships between business and government. The attitude of government toward business and toward the economic institutions affecting business, as evidenced by legislative, judicial, executive and administrative actions, will be analyzed with some reference to problems of a mobilized economy. Prep. 20-15; 4 Class Hrs.; 4 Credit Hrs.

20-51 *Public Finance* — This course deals with the problems of taxation and expenditure on federal, state and local levels. Emphasis is given to fiscal policies of the federal government and to intergovernmental fiscal relationships. Prep. 20-07 or 20-15; 4 Class Hrs.; 4 Credit Hrs.

20-54 *Introduction to Marketing* — A study of the selling principles and practices of our markets. 5 Class Hrs.; 2½ Credit Hrs.

20-55 *Introduction to Advertising* — A study of the underlying principles of advertising and the tools used in applying these principles. 5 Class Hrs.; 2½ Credit Hrs.

20-57 *Business Management* — (Not open to students who have had 45-21 Principles of Business Management.) An introductory survey of the principles and problems of business management. 5 Class Hrs.; 2½ Credit Hrs.

20-58 *Personal Finance* — (Preparation: 20-12 Economics or 20-13 Economic Principles). This course will deal with the planning of personal expenditures, setting up an insurance program, and building an estate. 5 Class Hrs.; 2½ Credit Hrs.

20-59 *Federal Income Taxes* — (Preparation: one year of accounting in college. Not open to Accounting majors). This course is designed to provide a brief survey of the Federal tax structure and to provide some training in the application of tax principles to specific problems. 5 Class Hrs.; 2½ Credit Hrs.

20-65 *Research Methods* — This course provides a thorough grounding in the methods of statistical inference and their application to business and economic research. The theory of probability, the basic tests of significance, Chi-square and analysis of variance are covered. The theory of sampling, and some practical problems encountered in making sample surveys are also discussed. Admission is limited to qualified seniors on approval of the instructor. Prep. 20-20 and 20-21; 4 Class Hrs.; 4 Credit Hrs.

Education

21-01 *History of Education* — Education is considered as the means by which nations have attempted to realize their social and spiritual ideals. This course traces the history of education from ancient times through the Greek and Roman periods, the Middle Ages, the Renaissance and Reformation, down to John Locke and the Enlightenment. The course is concerned with the development of points of view as well as with details of organization and practice. 4 Class Hrs.; 4 Credit Hrs.

21-02 *History of Education* — Beginning with the emotional reaction against formalism in life as exemplified by Rousseau, this course takes up the immediate background of modern education and traces the development of national systems. The influence of such men as Pestalozzi, Herbart, Froebel, Spencer, Mann, Barnard, Dewey, and others is studied in detail. The course closes with a consideration of present tendencies in education. 4 Class Hrs.; 4 Credit Hrs.

21-03 *Educational Measurements* — This course concerns itself with current problems in the field of educational tests and measurements. Most of the lectures are given over to a discussion of the construction and use of new type objective tests, with particular reference to the field of secondary education. The relative merits of the essay and the objective examination are considered in connection with the problem of grades and grading systems. Enough elementary statistics are included to enable students to use intelligently the results of testing. Emphasis is placed upon the importance of accurate interpretation of test data and upon the futility of indiscriminate testing. 4 Class Hrs.; 4 Credit Hrs.

21-04 *Educational Organization and Administration* — A study of the principles underlying the organization, administration, and supervision of secondary schools in the U. S. A. The course is illustrated with suitable problems taken from actual practice. The emphasis will be placed on the classroom teacher's part in administration. It should be of special interest to students who contemplate teaching as a vocation. 4 Class Hrs.; 4 Credit Hrs.

21-05 *The Secondary School Curriculum* — This course is a study of the evolution of the curriculum in the secondary schools of the United States, with special emphasis on recent curricular developments. Conflicting educational theories, sociological and economic factors in curriculum development, and the effect of changes in the elementary school curriculum on the secondary school will be discussed. 4 Class Hrs.; 4 Credit Hrs.

21-06 *Educational Sociology* — The course considers the relationship between education and sociology. Educational objectives are set up from the findings of sociological research and the traditional curriculum is examined in the light of these objectives with a view towards its reconstruction. A critical attitude is maintained toward philosophical implications which will inevitably arise in the course. 4 Class Hrs.; 4 Credit Hrs.

21-07 *Educational Philosophy* — A study of the relationship between the science of education and the philosophy of education is followed by a consideration of philosophies of education in the light of basic theses of the history of philosophy. Such topics as evolutionism, behaviorism, pragmatism, instrumentalism, and progressive education are viewed in the perspective of the history of philosophy. 4 Class Hrs.; 4 Credit Hrs.

21-08 *Principles of Secondary Education* — A critical study of the aims, objectives and functions of secondary schools. The needs of secondary school pupils in a democracy and the ways in which these needs are met are carefully considered. Relations of the junior high school, the senior high school, and the junior college to American life are discussed. 4 Class Hrs.; 4 Credit Hrs.

21-09 *Methods of Teaching in Secondary Schools* — A fundamental course in methods of teaching. Such topics as traditional vs. democratic types of teaching and the unit plans and procedures are discussed. Special attention is paid to the problems and techniques of planning, drill, questioning, visual and audio aids and classroom management. The problems of job placement in the teaching profession will be included in this course. Prep. 21-05; 4 Class Hrs.; 4 Credit Hrs.

Methods and Materials in the Teaching Major — For Secondary School Teaching.

21-20 *English*

21-21 *Foreign Languages*

21-22 *Science*

21-23 *Mathematics*

21-25 *Social Studies*

21-26 *General Business*

21-27 *Secretarial Science*

21-28 *Industrial Arts*

To apply the understanding of teaching principles previously developed to the specific teaching major, to utilize the sources and materials available to meet such problems as setting up developmental programs in the subject field. 3 Class Hrs.; 3 Credit Hrs.

Specialized Areas for Elementary School Teaching.

21-31 *Elementary Language Arts* — Emphasis given to the best ways to develop a thorough and consistent program in all the communication skills through the

study of research, materials and other aids currently available. 3 Class Hrs.; 3 Credit Hrs.

21-32 *Reading in Elementary Schools* — Emphasis on organization of a sound, continuous program in the basic R on various elementary levels, how to meet differences in readiness and ability, how to motivate students. Research and best materials will be given thorough study. 4 Class Hrs.; 4 Credit Hrs.

21-33 *Arithmetic for Teachers* — A study of the number system, its internal relationships and meanings leading to thorough understandings. 3 Class Hrs.; 3 Credit Hrs.

21-34 *Teaching of Arithmetic* — How to organize a continuous program in the third basic R on all elementary levels so that understandings of the meanings in number relationships and their social significance can be developed. 3 Class Hrs.; 3 Credit Hrs.

21-35 *Elementary Social Studies* — Emphasis placed on the development of understanding of America, its heritage, its geography, its values, proper attitudes of citizenship, and social skills. 2 Class Hrs.; 2 Credit Hrs.

21-36 *Elementary Science* — A study of ways in which interest in and understanding of the elementary school students' natural environment can be developed. 2 Class Hrs.; 2 Credit Hrs.

21-37 *Arts and Crafts in Elementary School* — Students will be expected to work with materials appropriate to an art program at the elementary school level such as stenciling, block printing, lettering, crayon, paper mache, etc. 3 Class Hrs.; 3 Credit Hrs.

21-38 *Music in the Elementary School* — This course is designed to provide prospective elementary school teachers with some background for providing a musical program in grades K-6 and to show how music can be effectively correlated with other aspects of the program. 3 Class Hrs.; 3 Credit Hrs.

21-40 *Student Teaching with Related Seminar* — Here the student is provided opportunity in a public school to assume responsibility for organizing learning experiences in his major area under expert supervision. A seminar meeting weekly will run concurrently with the student teaching periods and deal with problems encountered in the classroom. 14 Credit Hrs.

21-50 *Special Education* — To acquaint the student with the nature and problems of exceptional children, including the retarded, the gifted, those with speech and hearing defects, brain injury, etc. Required of all undergraduates. 3 Class Hrs.; 3 Credit Hrs.

21-51 *Human Development* — This course is designed to acquaint the beginning student with problems and concepts in the area of human development. Special attention will be given to the concepts of needs and motivation, perception, behavior patterns, and personality development in terms of significant findings in the areas of social, psychological and cultural research. Designed primarily for education majors. 3 Class Hrs.; 3 Credit Hrs.

21-52 *Human Development* — This course continues from the basic orientations of 21-51 Human Development and will consider relevant problems and concepts of individual differences, growth patterns, exceptional children, and the dynamics of mental health. Special emphasis will be placed upon integrating the findings in these areas with the field of education. Designed primarily for education majors. Prep. 21-51; 3 Class Hrs.; 3 Credit Hrs.

21-53 *Learning and Teaching* — Major emphasis will be placed on an intensive study of the learning process, the discovery of general principles applicable to good teaching, the development of teaching units, and the evaluation and measurement of learning. 5 Class Hrs.; 5 Credit Hrs.

21-54 *Learning and the Curriculum* — Sources of authority for curriculum building in American society will be examined. Emphasis will be placed on the application of learning principles to the total school program including the relation of teaching units to resource units and to the total program, the appropriateness of Courses of Study, the development of a framework within which a staff can operate. Ways of evaluating the effectiveness of both scope and sequence will be discussed. Prep. 21-53; 5 Class Hrs.; 5 Credit Hrs.

21-55 *Backgrounds of American Education I* — A study of the historical and philosophical roots of American schools, its old world origins, the early formulations of education at all levels within the unique processes employed by Americans to develop a political and social system. 3 Class Hrs.; 3 Credit Hrs.

21-56 *Backgrounds of American Education II* — An extension of 21-55 especially the development of education in America since 1800, its unique public school system and its relation to non-public schools, together with nineteenth and twentieth century struggles and influences. Major current issues are analyzed and discussed. Prep. 21-55; 3 Class Hrs.; 3 Credit Hrs.

21-60 *Social Science I* — The biological evolution of man and factors influencing his development. Types and relationships of early men. Origins and significance of races. The meaning of evolutionary processes and consideration of the concept of progress in evolution. 3 Class Hrs.; 3 Credit Hrs.

21-61 *Social Science II* — Factors influencing the cultural development of man. Methods of analysis utilized by anthropologists. The significance of culture and society; language; cultural transmission, diffusion, variability, and change. Specific studies of contemporary primitive peoples illustrating various cultural levels. Prep. 21-60; 3 Class Hrs.; 3 Credit Hrs.

21-62 *Social Science III* — The contributions of social scientists in developing understanding of formal and informal social relations. Consideration of the individual in society, communities, institutions, social classes, social processes and change, contemporary trends and problems. Emphasis upon modern society. Prep. 21-61; 3 Class Hrs.; 3 Credit Hrs.

Government

22-01 *American Government* — The term's work consists of a study of the Constitution, civil rights, and problems of Federalism. Upon this foundation, the remainder of the term is concerned with Political Parties and Public Opinion. 3 Class Hrs.; 3 Credit Hrs.

22-02 *American Government* — A study is made of the organization and work of the Legislative, Executive, and Judicial branches of the government. In addition, problems in personnel, finance, and foreign relations are discussed. 3 Class Hrs.; 3 Credit Hrs.

22-03 *American Government* — The study of the administrative activities of the national government will be concluded. The term's work also includes a survey of state and local American government. 3 Class Hrs.; 3 Credit Hrs.

22-06 *Municipal Government* — The city as a Municipal Corporation is the foundation upon which a study is made of forms of government, administrative organization, and municipal functions. 3 Class Hrs.; 3 Credit Hrs.

22-08 *Current Political Issues* — This course is designed to present a broader understanding of contemporary national and international issues. Conflicting ideologies, protection of civil rights, and specific issues in American foreign affairs are covered. 3 Class Hrs.; 3 Credit Hrs.

22-10 *American Political Parties* — A study of the origin, development, organization, principles, and programs of political parties in the United States. Consideration is also given to the influence of pressure groups on party government. 4 Class Hrs.; 4 Credit Hrs.

22-11 *Foreign Governments* — This course is concerned with the origin and development of Parliamentary Government as found in England and France. 4 Class Hrs.; 4 Credit Hrs.

22-12 *Foreign Governments* — This course is primarily concerned with the government of the Soviet Union. The government of Germany or Italy is studied in concluding the term's work. 4 Class Hrs.; 4 Credit Hrs.

22-13 *Political Theory* — This course is concerned with such basic ideas as Justice, Liberty, and the Organization of the State as expressed by writers from Plato through Machiavelli. 4 Class Hrs.; 4 Credit Hrs.

22-14 *Political Theory* — The course opens with the writers of the Protestant Reformation followed by Royalist and anti-Royalist theorists; social contract writers, and the utilitarians. Communist political philosophy and Democracy's answer to it concludes the course. 4 Class Hrs.; 4 Credit Hrs.

22-15 *American Constitutional Law* — This course is a case study of American federalism; judicial review; the commerce, fiscal, military and other powers of Congress and the powers of the President in domestic and foreign affairs. 4 Class Hrs.; 4 Credit Hrs.

22-16 *American Constitutional Law* — This course is a case study of state power to regulate economic affairs and to tax; rights of the accused; freedom of expression; electoral process; citizenship and alienage; intergovernmental immunities; interstate relationships. 4 Class Hrs.; 4 Credit Hrs.

22-17 *International Politics* — This course considers the principles underlying international politics. Foundations of power such as geography, ideas, and nationalism are analyzed. The problem of world law and order in the contemporary international setting is emphasized. 4 Class Hrs.; 4 Credit Hrs.

22-18 *International Organization* — This course covers historical backgrounds; the League of Nations; the structure, functions and problems of the United Nations and its specialized agencies. It concludes with an analysis of world government. 4 Class Hrs.; 4 Credit Hrs.

22-20 *Public Administration* — The existing administrative structure and efforts at reorganization are studied. The course explores those principles which should determine administrative organization and practice, and considers problems of finance administration. 4 Class Hrs.; 4 Credit Hrs.

22-21 *Public Administration* — This course develops personnel administration in some detail and examines the problem of holding administrative officers responsible by means of statutory limitations, judicial review, and other less formal methods. 4 Class Hrs.; 4 Credit Hrs.

22-22 *International Law* — This course studies such topics as recognition, treaties, relation of international law to municipal law, treaties, state responsibility and interpretation of the United Nations Charter. Problems inherent in modernizing the law of nations are stressed. 4 Class Hrs.; 4 Credit Hrs.

22-23 *American Foreign Policy* — This course concentrates on the role of the United States in world politics. Analysis of factors affecting American foreign policy, governmental mechanism for its conduct, and specific contemporary problems receive stress. 4 Class Hrs.; 4 Credit Hrs.

History

23-01 *Western Civilization* — This course traces human development from stone age cultures to the emergence of democracy in Greece. Religious and institutional contributions of ancient Near Eastern civilizations, and political, artistic, and philosophical contributions of Greece to modern civilization are studied. 4 Class Hrs.; 4 Credit Hrs.

23-02 *Western Civilization* — This course studies the rise and decline of Roman civilization, the background and development of Christian ideas and institutions, the Germanic and Islamic assault on Europe, and the consequent collapse and new beginnings of Western Civilization during the Middle Ages. 4 Class Hrs.; 4 Credit Hrs.

23-03 *Western Civilization* — This course examines the steps in the transformation of Europe, socially, politically, and intellectually in the era beginning with the high Middle Ages and ending with the early aspects of the Age of Science. 4 Class Hrs.; 4 Credit Hrs.

23-04 *Western Civilization* — This course emphasizes the compelling intellectual basis for economic, social, and political changes in Europe during the revolu-

tionary 18th and 19th centuries. Study of the industrial revolution and the Darwinian intellectual revolution renders the 20th century more understandable. 4 Class Hrs.; 2 Credit Hrs.

23-05 *Recent American History* — This course emphasizes the important role which must be assigned to the Darwinian intellectual revolution in shaping 20th century American political, social, and economic ideas and legislation as well as such international developments resulting in American leadership in the free world against totalitarianism. 4 Class Hrs.; 4 Credit Hrs.

23-06 *Recent European History* — This course concerns Europe in the turbulent years since 1914 when the Darwinian spirit of conflict has been dominant. Military aspects of both World Wars, postwar dislocations, Communism, Fascism, and European attempts to achieve unification are major topics. 4 Class Hrs.; 4 Credit Hrs.

23-08 *Contemporary Orient* — This course concerns 20th century India and the Far East, their basic heritage, present institutions and programs, and their importance to American foreign policy. Special emphasis is placed upon the career of Gandhi and his non-violent alternatives to war. 4 Class Hrs.; 4 Credit Hrs.

23-09 *Ancient Greece* — This course concerns the origins and development of Greek civilization; the political evolution of Hellenic society from tribal to city-state organization; and the growth and application of Greek religious, political, and ethical ideas. Prep. 23-01; 4 Class Hrs.; 4 Credit Hrs.

23-10 *Ancient Rome* — This course examines Roman civilization in two sequences; the rise of Roman power under the Republic; the decline of Roman power under the Empire. Inquiry is made into the social, economic, intellectual, and religious expressions of each sequence. Prep. 23-02; 4 Class Hrs.; 4 Credit Hrs.

23-11 *Eighteenth Century Europe (1700-1815)* — This is a study of Europe in the Age of Enlightenment when Newtonian concepts were advanced to suggest sweeping changes in government and society. The course emphasizes the French Revolutionary era and its impact on European thought and institutions. 4 Class Hrs.; 4 Credit Hrs.

23-12 *Nineteenth Century Europe (1815-1914)* — This is a study of Europe during a century of dramatic transformation. The Post-Napoleonic reaction, the Industrial Revolution, Liberalism, Socialism, Nationalism, the rise of imperialism, and the diplomatic background of World War I are major topics. 4 Class Hrs.; 4 Credit Hrs.

23-13 *England to 1720* — This course studies English history from its beginnings to the Age of Walpole. Church versus State; the growth and transformation of English social classes; and the origin and growth of English constitutional and political ideas receive emphasis. 4 Class Hrs.; 4 Credit Hrs.

23-14 *England since 1720* — This course emphasizes the determining role of the Newtonian and Darwinian intellectual revolutions in shaping English ideas leading to the *Age of Reform* and the emergence of England in the 20th century as a socialist democracy. 4 Class Hrs.; 4 Credit Hrs.

23-15 *English Constitutional History* — This course studies the English constitution and common law; local government versus central government; the origin and growth of Parliament; the development of the British cabinet system; and a comprehensive study of statutes and documents. 4 Class Hrs.; 4 Credit Hrs.

23-16 *American Constitutional History* — This course concerns the historical development of the Constitution of the United States with particular emphasis on its progressive adjustment to the changing and social and economic order. 4 Class Hrs.; 4 Credit Hrs.

23-17 *American History to 1820* — This course examines the foundations and early development of modern American institutions, ideals, and mores with emphasis on the growth of a distinct American character and the gradual evolution of American democracy. 4 Class Hrs.; 4 Credit Hrs.

23-18 *The United States 1820-1890* — This course concerns the Civil War, its background and its aftermath. The rise of democracy, the sectional struggle, the era of geographical and economic expansion, and American social problems are seen against this backdrop. 4 Class Hrs.; 4 Credit Hrs.

23-19 *Latin America to 1810* — This course emphasizes the American Indian and Spanish cultures and their fusing in the New World subsequent to Spanish conquest. The forces, both American and European, which gave rise to the Latin American wars of independence receive special study. 4 Class Hrs.; 4 Credit Hrs.

23-20 *Latin America Since 1810* — This course deals with the rise of the great nations of Latin America, the development of extreme nationalism, foreign ideologies, and relationships between the United States and Latin American nations. 4 Class Hrs.; 4 Credit Hrs.

23-21 *History of Mexico* — This course will include a brief treatment of the background of modern Mexico, with the main emphasis on the events since the Mexican Revolution of 1910 and on relations with the United States. 4 Class Hrs.; 2 Credit Hrs.

23-25 *Eastern Civilization to 1000 A.D.* — This course concerns the origin and growth of civilization in India, Iran, China, and Japan to 1000 A.D. Basic religious and philosophical ideas which helped to mold social patterns, political institutions, and creative literature and art receive emphasis. 4 Class Hrs.; 4 Credit Hrs.

23-26 *Eastern Civilization since 1000 A.D.* — This course studies the impact of Islam upon Iran and India; the Mongol and Turkish conquests; and the decline of Asiatic power resulting from European explorations and imperialism. Study of the culture conflict between Eastern and Western civilizations concludes the course. 4 Class Hrs.; 4 Credit Hrs.

23-28 *History of Primitive Religion* — This course studies theories concerning the origin of religion in the light of anthropological studies into the religious beliefs and practices of selected primitive societies in Australasia, Africa, Asia, the Arctic, and the Americas. 4 Class Hrs.; 4 Credit Hrs.

23-29 *History of State Religions of Antiquity* — This course examines the earliest historical religious growth beyond the primitive whereby state governments undertook, through religious rites, to insure the welfare of citizenries. Examples studied include Egyptian, Sumero-Babylonian, Greek, Roman, Chinese, Japanese, and early American-Indian state religions. 4 Class Hrs.; 4 Credit Hrs.

23-30 *Modern Democracy* — This course traces the history of those influences, trends, and tendencies which gave rise to the emergence of actual democratic government in the modern world. 3 Class Hrs.; 3 Credit Hrs.

23-31 *Modern Democracy* — This course concerns the development of modern democracy, chiefly during the nineteenth century. The victories of the democratic ideal over older rivals and the growth of that ideal in terms of its expressions in the life of modern nations receive emphasis. 3 Class Hrs.; 3 Credit Hrs.

Philosophy

24-01 *Introduction to Philosophy* — Basic meanings, issues, and structures are first presented. The chief fields, the interpenetrations with the several arts and sciences, the schools of thought, and the methodologies are then studied. Presented both as a body of knowledge and as a way of thinking, philosophy is viewed in this course as a set of data and values essential to the better understanding of human experience. Epistemological and teleological considerations are emphasized. 4 Class Hrs.; 4 Credit Hrs.

24-02 *Problems of Philosophy* — Problems arising both from what we do know and from what we do not know about the complex nature of human experience are studied and systematized. Data from such fields as semantics, logic and psychology are introduced to throw light on the problems at hand. The persistent problems in epistemology, teleology and metaphysics are examined. The validity of knowledge, the mind-body dilemma, and freedom of will are representative topics. Prep. 24-01; 4 Class Hrs.; 4 Credit Hrs.

24-03 *History of Philosophy* — Historical survey, beginning with the early Greek period. The personalities and principles are studied as a basis for constructing a continuing sense of philosophical thought and comparative analysis. The course progresses through the patristic and scholastic eras. 4 Class Hrs.; 4 Credit Hrs.

24-04 *History of Philosophy* — Studying the transitional era following the Mediaeval period, the historical survey considers the great ideas and systems of thought down through the modern era. Special attention is given present-day contributions. Prep. 24-03; 4 Class Hrs.; 4 Credit Hrs.

24-05 *Philosophy of Religion* — Types of religious belief and practice are analyzed and evaluated from the philosophical point of view. Problems related to the nature of God, validity of religious claims, human freedom, immortality, and natural evil are studied. Theological and ethical considerations are introduced. 4 Class Hrs.; 4 Credit Hrs.

24-06 *Logic* — Modified or practical logic is stressed in this course; formal and classical structures are given limited attention. Fallacies resulting from semantic confusion and methodological error are noted. The meanings of causality and the several types of thinking are examined. Practice drills in effective thought processes and clearer verbalization are emphasized. 4 Class Hrs.; 4 Credit Hrs.

24-07 *Foundations of Philosophy* — Philosophy as a way of thinking, as well as a set of data, is presented in light of its nature, methodology, and schools of thought. Philosophical approaches to problems of knowledge, human relations, and value judgments are studied. The interpenetrations between philosophy and science are emphasized. The two basic subdivisions in the course consist of ethics and metaphysics. 3 Class Hrs.; 3 Credit Hrs.

24-08 *Foundations of Philosophy* — A continuation of 24-07. The two basic subdivisions in this second half consist of principles and problems in social philosophy and in the philosophy of religion. Prep. 24-07; 3 Class Hrs.; 3 Credit Hrs.

24-13 *Ethics* — To clarify the meaning of morality in social relations is the aim of this study. Right and wrong conduct is analyzed in the light of the highest values for human society. Moral laws are discussed, and the various systems of ethics are evaluated. Scientific attitudes are encouraged in order that one's moral judgments may be compatible with one's best reflective thought. 4 Class Hrs.; 4 Credit Hrs.

24-14 *Ethics* — Problems arising from differences in moral standards found in the various social groups will be examined. The question of ethical relativism and determinism will be considered. A selected number of specific problems in social ethics will be discussed. 4 Class Hrs.; 4 Credit Hrs.

24-40 *Elements of Philosophy* — After discussing the preliminary concepts and categories, the nature and spirit of philosophy are considered. The relationships to other fields are examined, especially the connections with history, literature, psychology, and religion. The philosophical implications of evolution are presented; mechanistic, vitalistic, and emergent theories are explained. Such types of philosophy as idealism, realism, and pragmatism are then studied. 3 Class Hrs.; 3 Credit Hrs.

24-41 *Problems of Philosophy* — Beginning with a study of the nature of problem solving in philosophy, the course proceeds with a systematic presentation of problems in epistemology and ways of knowing, problems in the realm of values, problems of freedom and determinism, and finally problems in metaphysics. 3 Class Hrs.; 3 Credit Hrs.

24-42 *Foundations in Ethics* — Following the study of the origin and development of morality, the role of ethics in contemporary society is discussed. Psychological, biological, and cultural factors are presented. The relationships between ethics and religion are clarified. Then follows a study of the important schools of thought, such as authoritarianism, naturalism, hedonism, formalism, intuitionism, relativism, and self-realization and eclecticism. Selected problems in ethics are analyzed. 6 Class Hrs.; 3 Credit Hrs.

Psychology

25-01 *Introductory Psychology* — This course with its companion course, General Psychology (25-02), presents the major concepts from most areas of psychological investigation. In this first term the emphasis is placed upon the experimental approach to the study of behavioral data including growth and development, learning, perception and motivation. 4 Class Hrs.; 4 Credit Hrs.

25-02 *General Psychology* — Continuing the emphasis on general concepts, this course considers the sensory basis of response, individual and group differences, mental testing, attitude formation, and personal adjustment. Prep. 25-01; 4 Class Hrs.; 4 Credit Hrs.

25-04s *Social Psychology* — The relationship of man to the group; a study of his patterned social behavior, his morale, customs and myths, his social structures and institutions, and his conscious and unconscious motives and motivation. Prep. 25-02; 5 Class Hrs.; 2½ Credit Hrs.

25-06s *Psychology of Adjustment* — A beginning course devoted to problems and principles of adjustment to life. Not recommended for students who have taken other psychology courses. 5 Class Hrs.; 2½ Credit Hrs.

25-07 *Psychology* — This is an introduction to psychology. The aim is to present to engineers a broad overview of the wide and varied interests, efforts, pursuits and problems of psychology and psychologists. Among those discussed are such key problems as growth and development, motivation, individual differences, measurement, and statistical concepts, psychology of sensation and perception. Wide general reading will be required. 6 Class Hrs.; 3 Credit Hrs.

25-08 *Psychology* — A continuation of 25-07. Selected topics for discussion emphasize the psychology of group behavior, personality development and integration. Wide reading will be required. Prep. 25-07; 6 Class Hrs.; 3 Credit Hrs.

25-09 *Statistics in Psychology* — An introductory course dealing with elementary descriptive statistics, graphs, significant numbers, measures of central tendency and dispersion, types of distributions, and elementary correlation. Laboratory work in computational techniques and the use of computing machines will be included. Prep. 25-02; 4 Class Hrs.; 4 Credit Hrs.

25-10 *Statistics in Psychology* — An advanced course in which consideration is given to product moment, biserial, tetrachoric, and rank order correlation. Errors of sampling, statistical hypotheses, and tests of significance are treated with reference to experimental methods in psychology and education. Prep. 25-09; 4 Class Hrs.; 4 Credit Hrs.

25-11 *Individual Differences* — An account of the scientific principles basic to the investigation of human differences. Attention is directed to the history of the field, the techniques which have evolved, and the bearing which this field has upon the special disciplines within psychology, such as experimental, educational, clinical, measurements, and child. Prep. 25-02; 4 Class Hrs.; 4 Credit Hrs.

25-12 *Experimental Psychology* — This course emphasizes research methods and techniques for investigating the conditions of learning. Examples of topics which are covered are Learning as a function of Motive-Incentive conditions, age, sex, kind of material, amount of material, and the mode of attack. These factors are considered in the light of current learning theory. Laboratory reports are required. Prep. 25-02; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

25-13 *Experimental Psychology* — This course emphasizes methodology. Topics covered in class and laboratory sessions include attention, the nature of illusions, perception of form, color, and space, and reading as a problem in perception. Laboratory reports are required. Prep. 25-02; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

25-14 *Experimental Psychology* — The structure and function of the sense organs. Emphasis is placed on the methods of investigating the sensory processes of vision, hearing, olfaction, taste, and the skin senses. Laboratory reports are required. Prep. 25-02; 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

25-15 *Educational Psychology* — The introductory course in educational psychology is studied as an applied psychology in the field of education. It is intended not only for the preparation of future professional teachers, but for all those who may have an interest in the education of the youth. Child development and personality, guidance, theories of learning and motivation, and basic principles of mental hygiene are special topics which are surveyed in this course. Prep. 25-02; 4 Class Hrs.; 4 Credit Hrs.

25-16 *Educational Psychology* — Problems indigenous to the concept of the school as an important aspect of the growing child's environment are considered. The course is research oriented in the sense that information on such problems is sought in the research literature. Learning, motivation, pupil adjustment, subject disability, and pupil evaluation are some of the areas explored. Prep. 25-15; 4 Class Hrs.; 4 Credit Hrs.

25-17 *Measurements* — A practical workshop course in the theory, selection, administration, scoring, and interpretation of individual intelligence tests. Each student is required to test a substantial series of subjects provided by the department. Training will be given in the Wechsler-Bellevue Scale, the Stanford-Binet, and various developmental scales. Prep. 25-09; 4 Class Hrs.; 4 Credit Hrs.

25-18 *Measurements* — An intensive workshop course in the theories underlying personality evaluation by psychometric means. Each student will be required to act as a subject for and administer a variety of personality instruments. The course will emphasize the clinical approach to the study of the individual personality. In addition to obtaining thorough familiarity with conventional questionnaires and tests in the field of personality, some introductory information concerning projective techniques is provided. Prep. 25-09; 4 Class Hrs.; 4 Credit Hrs.

25-19 *Measurements* — A workshop course in the theories underlying aptitude testing. The course will deal with objective evaluative instruments, with special emphasis upon the use of standardized testing procedures in industry.

Each student will be required to act as a subject, and to administer and score a variety of tests. Prep. 25-02; 4 Class Hrs.; 4 Credit Hrs.

25-20 *Measurements* — More intensive practice with the Wechsler-Bellevue and the Binet and their alternate forms. Experience will be provided with group tests of general intelligence, scholastic aptitude, and with various other psychometric instruments and techniques. Emphasis will be upon the development of skill in the selection of instruments appropriate to the case. Prep. 25-17; 4 Class Hrs.; 4 Credit Hrs.

25-29 *Psychology of Personality* — A systematic study of normal personality growth. Approaches to the understanding of personality are made through a review of the physical, mental, and emotional development of the individual and of the social influences upon him. Several of the more prominent theories in the field are considered and some case material is presented. Prep. 25-02; 4 Class Hrs.; 4 Credit Hrs.

25-31 *Abnormal Psychology* — The study of personality deviants. Attention is directed to the historical development of the field with emphasis upon the development of theories of abnormal behavior and their classification, the rise of institutional care of the mentally ill, and the beginnings of humanitarian concepts of deviancy. Prep. Two Years of Psychology; 4 Class Hrs.; 4 Credit Hrs.

25-32 *Abnormal Psychology* — This course consists of systematic exploration of concepts of normality and abnormality. The etiology and dynamics of the various patterns of psychological disturbances are described and discussed. The relationship existing between psychological disturbances and the socio-cultural order are carefully defined. Prep. 25-31; 4 Class Hrs.; 4 Credit Hrs.

25-33 *Social Psychology* — A study of the psychological principles underlying human relations with emphasis upon motivation, nature and development of groups, social movements and institutions, antisocial behavior, social controls, leadership, co-operation, war, propaganda, and prejudice. In addition, the course seeks to elucidate the methods and techniques which yield trustworthy data regarding social phenomena. Prep. 25-02; 4 Class Hrs.; 4 Credit Hrs.

25-34 *Child Psychology* — An introduction to the growth and development of infants and young children. Systematic study is made of their characteristic patterns of behavior, motivations, and needs. Prep. 25-02; 4 Class Hrs.; 4 Credit Hrs.

25-35a *Industrial Psychology* — A study of the basic principles and techniques of the application of psychology to industrial efficiency and employee satisfaction. The presentation is thoroughly practical and realistic, with emphasis upon psychological tools that management finds serviceable in the selection, placement and motivation of employees. Attention is paid to the role of psychological tests in choosing employees, the prevention of industrial "fatigue," the management of specific problems such as absenteeism, voluntary restriction of output, accident-proneness, alcoholism, recreation and other special problems. The role of government and union in industrial operations is taken into account. Prep. 25-02; 3 Class Hrs.; 3 Credit Hrs.

25-36a *Industrial Psychology* — An intensive course in personnel counseling and other preventive and remedial procedures for keeping the worker on the job and producing at high efficiency. Emphasis is placed upon working with the problem individual, but some attention is given to methods and techniques for dealing with problems in the group situation. Actual problems, as they have occurred in various industrial settings, are presented by films and records. Prep. 25-02; 3 Class Hrs.; 3 Credit Hrs.

25-37 *Adolescent Psychology* — A further systematic exploration of developing patterns of childhood and adolescent behavior and their implications for adult life. Parental functions, problems pertaining to child rearing and their relationship to society are described. Prep. 25-34; 4 Class Hrs.; 4 Credit Hrs.

25-41 *Advanced Psychology* — The current status of psychology among the sciences is considered in the light of its history. Emphasis is placed upon the period from Descartes (circa 1650) to the early 1900's and attention is directed to the philosophical and physiological antecedents of the emergence of psychology as a scientific discipline. Prep. two years of Psychology; 4 Class Hrs.; 4 Credit Hrs.

25-42 *Advanced Psychology* — A critical survey of the major schools of psychology which have influenced the development of modern psychology. Contemporary systematic trends are evaluated in the light of their historical development. Major schools or systems considered are Structuralism, Functionalism, Behaviorism, Gestalt Psychology and the Depth Psychologies. Prep. 25-41; 4 Class Hrs.; 4 Credit Hrs.

25-50 *Reading Improvement* — A course designed to assist students who wish to improve their study and reading habits. Areas to be considered will be informational concepts, reading rate, comprehension and vocabulary and study techniques. Specific exercises will be based upon a thorough analysis of the individual student's needs. 3-5 Class Hrs.; 0 Credit Hrs.

25-61, 25-62 *Directed Study* — Independent study under the direction of a member of the department. Open to above average seniors majoring in Psychology, with the approval of the chairman of the department. Credit to be arranged.

25-71, 25-72, 25-73, 25-74 *Seminar in Psychology* — Discussion of current problems in Psychology. Topics will be introduced by members of the department and by guest lecturers. Required of Juniors and Seniors majoring in Psychology. 2 Class Hrs.; 1 Credit Hr. (each term).

Graduate Courses in Psychology

101, 102 *Advanced Experimental Psychology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

103, 104 *Statistics* — 2 Class Hrs.; 4 Lab. Hrs.; 4 Credit Hrs.

105, 106 *Learning* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

107 *Comparative Psychology* — 3 Class Hrs.; 3 Lab. Hrs.; 4 Credit Hrs.

108 *Psychology of Exceptional Children* — 4 Class Hrs.; 4 Credit Hrs.

109 *Social Psychology* — 4 Class Hrs.; 4 Credit Hrs.

110 *Personality Theory* — 4 Class Hrs.; 4 Credit Hrs.

115-120 *Thesis* — 1-3 Credit Hrs.; 6-Term Period.

Sociology

26-01 *Principles of Sociology* — The evolution of man, society, and culture; comparison of primitive, historic, and modern cultures; the races of mankind and their distribution. Basic concepts and theories of anthropology are also studied. 4 Class Hrs.; 4 Credit Hrs.

26-02 *Principles of Sociology* — Continuation of 26-01. The study of group life and institutions, social organization, and processes of adjustment. Basic theories and concepts of sociology are stressed. Prep. 26-01; 4 Class Hrs.; 4 Credit Hrs.

26-03s *The Family* — The historical development of the family as seen in our own and other cultures; modern domestic institutions; courtship practices; domestic relationships; the role of the child; problems of family life. 5 Class Hrs.; 2½ Credit Hrs.

26-05 *Social Problems* — A survey for students taking only one course in sociology aimed at giving them an understanding of American culture and society so that they may better understand the social problems arising therefrom. Among the problems covered are crime, racial and religious prejudice and discrimination, physically handicapped, the family, political deviations, and natural resources. 3 Class Hrs.; 3 Credit Hrs.

26-07 *Social Problems* — A survey for students taking only one course in sociology. Among the problems considered are crime, racial and religious prejudice and discrimination, the physically handicapped, the family, political deviations, and natural resources. 4 Class Hrs.; 4 Credit Hrs.

26-09 *American Culture* — A study of modern American culture and its major social institutions: economic, religious, governmental, familial, educational, welfare, and recreational. Consideration is also given to social classes and stratification, mobility, and individualism. The parts played by subcultures and cultural integration are also examined. Prep. 26-02; 4 Class Hrs.; 4 Credit Hrs.

26-10 *American Inter-Group Relations* — The analysis of American society and culture from the point of view of nationality and racial groups within the United States, tracing their history, development, and probable future as well as their influence on national life and their place in the world today. Consideration is also given to cultural and religious cleavages in American society and the problem of assimilation. Emphasis will be given to a few selected nationality groups, the Negro, and the American Indian. Prep. 26-02; 4 Class Hrs.; 4 Credit Hrs.

26-11 *Social Problems* — A study of the elements, processes, structures, and relationships involved in social problems and consequent public reactions. Specific subjects covered include natural resources, physical and mental health problems, alcoholism, and poverty. Prep. 26-02; 4 Class Hrs.; 4 Credit Hrs.

26-12 *The Individual and Society* — Life-history studies in the adjustment of the individual to society, dealing basically with constitutional, social, and cultural factors affecting personality development. The relationship of the individual to this group in terms of status, roles, rights, and obligations as these pertain to the critical periods in the cycle of life is also studied, as is the function of the individual in social change and the impact of social control on personal interests. Prep. 26-02; 4 Class Hrs.; 4 Credit Hrs.

26-16 *Criminology* — A study of the patterns and evolution of criminal behavior, the social forces involved, and the development of the individual criminal. Also included is an analysis of the administration of criminal justice: law, courts, police, prisons. Local penal institutions are visited. Prep. 26-02; 4 Class Hrs.; 4 Credit Hrs.

26-17 *Urban Sociology* — A study of the modern American city based on its historical background and comparison with other cities of the world. Its types, social values, and pathological elements are discussed, as are methods of city planning. Prep. 26-02; 4 Class Hrs.; 4 Credit Hrs.

26-18 *Race and Culture Contact* — An analysis of these problems in areas of the world outside the United States, with emphasis on Latin America and present and previous colonial areas of Africa and Asia; an analysis of the cleavages in the various countries studied and the processes of assimilation. Among the areas studied will be Mexico, Brazil, British West Africa, India, and the Union of South Africa. Prep. 26-02; 4 Class Hrs.; 4 Credit Hrs.

26-19 *Sociological Theory* — A history of sociological thought from its beginning up to the early part of the 19th century. Origins, aims, and accomplishments of the social science movement are studied. Special attention is given several of the earlier schools of sociological thought. Prep. 26-12; 4 Class Hrs.; 4 Credit Hrs.

26-20 *Sociological Theory* — Beginning with influential theorists of the early 19th century, this course deals with modern and contemporary sociological theories. The contributions of such men as Spencer, Marx, Sumner, Ward, Gumpowicz, Durkheim, Pareto, and Thomas are studied. Prep. 26-19; 4 Class Hrs.; 4 Credit Hrs.

26-22 *Principles of Social Work* — This course introduces the student to the field of social work with a view to part-time or full-time work, either on a voluntary or professional basis, in any of the major social service agencies. Methods and techniques are studied, and practical problems discussed. Representatives from various agencies give occasional lectures. Field trips are offered. Prep. 26-12; 4 Class Hrs.; 4 Credit Hrs.

26-23 *Methods and Problems in Social Research* — A study of the theory and methods of social research with discussion of recent investigations and analysis

of the methods used. Open to sociology majors in senior year with approval of department. 4 Class Hrs.; 4 Credit Hrs.

26-56 *Physical Anthropology* — A survey of the races of mankind: a consideration of the extinct and living varieties, together with an analysis of their relationships, classifications, and distribution over the world in the past and the present. 3 Class Hrs.; 3 Credit Hrs.

26-57 *Cultural Anthropology* — Introduction to contemporary primitive peoples: cultural patterns, diffusion, and functions. Consideration of modal personality and deviants as reflected in primitive cultures. Analysis of the cultural diversity of contemporary social groups. 3 Class Hrs.; 3 Credit Hrs.

26-61, 62 *Directed Study* — Independent work under the direction of members of the department upon a chosen topic. Limited to qualified seniors preparing in Sociology with approval of department. 4 Credit Hrs. (each term).

26-71 *Seminar* — Contemporary American sociological theory is studied and evaluated. Limited to qualified seniors majoring in Sociology with the approval of the department. 2 Class Hrs.; 2 Credit Hrs.

26-72 *Seminar* — A study of the causative factors of tensions between the several racial and religious groups in American society. Constructive programs are evaluated. 2 Class Hrs.; 2 Credit Hrs.

Art

27-01 *Ancient Art* — Beginning with a study of the materials and techniques employed by ancient artisans in architecture, sculpture and painting, this course includes a survey of prehistoric art and the arts of ancient Egypt, Mesopotamia, Crete, and Greece. Lectures are illustrated with lantern slides and include brief historical accounts of each period under discussion. 4 Class Hrs.; 4 Credit Hrs.

27-02 *Early Christian and Medieval Art* — This course is a continuation of 27-01, Ancient Art, although the latter is not a prerequisite course. Beginning with Roman art, this course includes a study of Early Christian and Byzantine art, Romanesque and Gothic art. 4 Class Hrs.; 4 Credit Hrs.

27-03 *Italian Renaissance Art* — This course is a continuation of 27-02, Early Christian and Medieval Art, although the latter is not a prerequisite course. Beginning with a survey of Renaissance architecture and sculpture, the course then concentrates on a study of Italian Renaissance painting. Lectures are illustrated with drawings and lantern slides and include detailed discussions on the materials, techniques, design and composition employed by various artists. 4 Class Hrs.; 4 Credit Hrs.

27-04 *European Art* — A continuation of Course 27-03, this course begins with the Baroque period of art and continues with a survey of Renaissance Art in Northern, Western and Eastern Europe and includes a study of architecture, sculpture, painting and graphic arts up to the end of the nineteenth century. Emphasis is placed upon the contributions of Hubert and Jan Van Eyck, Durer, Bruegel, Rubens, El Greco, Goya, Rembrandt, Turner, Reynolds and the French

Impressionists. Lantern slides and museum visits supplement the lectures. 4 Class Hrs.; 4 Credit Hrs.

27-08 *American Art I* — A study of the development of American art from colonial times to about 1860. The object of this course is to acquaint the student with the rise of architecture, sculpture, and painting in America. Lectures include discussion of techniques, styles, methods, and materials employed during the periods considered. Lantern slides and visits to local museums supplement the lectures. 4 Class Hrs.; 4 Credit Hrs.

27-09 *American Art II* — A continuation of Course 27-08, this course begins with the Civil War Period and includes a study of American architecture, sculpture, and painting, up to the present. Particular attention is given to the work of Henry Hobson Richardson, Louis Henry Sullivan, and Frank Lloyd Wright. Lantern slides and museum visits augment the lecture material. 4 Class Hrs.; 4 Credit Hrs.

27-11 *History of Civilization* — This course is designed to cultivate a knowledge and appreciation of the cultures of ancient times. Beginning with a study of the early world and prehistoric man, it includes a study of the ancient civilizations of Egypt, Sumer, Assyria, Chaldea, Persia, Phoenicia, Palestine, the Aegean World, and the influence of Oriental philosophies on the West.

27-12 *History of Civilization* — This course is a continuation of 27-11, *History of Civilization*. Beginning with a study of the migrating Greek tribes, the course includes an analysis of the Greek city-states, the development of democratic thought, Greek governmental theories, Greek art, architecture, science, and philosophy. The course concludes with a survey of the Hellenistic world, the rise of Rome, and the growth of the Roman Empire. Prep. 27-11; 4 Class Hrs.; 4 Credit Hrs.

27-13 *History of Civilization* — This course is a continuation of 27-12, *History of Civilization*. It includes a study of the organization and development of the Early Christian Church, Early Christian and Byzantine art and architecture, the Mohammedan World, the European Feudal Age, and the Christian Crusades. Prep. 27-12; 4 Class Hrs.; 4 Credit Hrs.

27-14 *History of Civilization* — This course is a continuation of 27-13, *History of Civilization*. Beginning with a study of the art of the Romanesque and Gothic periods, it includes a study of the rise of European nations, the Italian and European Renaissance periods, the Religious Revolt, and the Age of Discovery and Exploration. Prep. 27-13; 4 Class Hrs.; 4 Credit Hrs.

27-30 *Elementary Drawing and Lettering* — An introductory study of mechanical drawing and lettering, this course is designed to provide fundamental training upon which other applied art courses may be built. The work of the course includes practice in the use of drawing instruments, Gothic, Roman, and Script lettering, elementary mechanical drawing problems, and tracings in ink. 2 Class Hrs.; 4 Lab. Hrs.; 4 Credit Hrs.

27-31 *Pictorial Drawing* — A continuation of Course 27-30 which is a prerequisite, this course includes studies in isometric drawing, oblique and cabinet

drawing, and problems in mechanical perspective. The course concludes with some practical applications of each in the field of art and industry. 2 Class Hrs.; 4 Lab. Hrs.; 4 Credit Hrs.

27-32 Creative Drawing — This course is a detailed study of drawing materials and techniques. The student will execute creative drawing problems in pen and ink, pencil, charcoal, crayon and chalk, that will offer experience in drawing form and texture. Emphasis is placed on solving drawing problems in black and white for commercial design such as book illustration and magazine illustration. 6 Lab. Hrs.; 4 Credit Hrs.

27-33 Theory of Color and Design I — This course is a concentrated study of the techniques and theories of design and composition in commercial art and creative painting, including a detailed study of the theory of color. The student will execute color compositions including practice and instruction in water color and chalk. 6 Lab. Hrs.; 4 Credit Hrs.

27-34 Theory of Color and Design II — A continuation of Course 27-33 which is a prerequisite. In this course the student will concentrate on designing with color such problems as landscape and still life painting, costume figure composition, and illustration including book jacket design and portraiture. 6 Lab. Hrs.; 4 Credit Hrs.

27-35 Oil Painting — A continuation of 27-34, this course concentrates on the modes and techniques of oil painting. The work of the course includes paintings of still life, landscape, and portraiture by local museums. 6 Lab. Hrs.; 4 Credit Hrs.

27-36 Graphic Arts — Woodcuts — This course is a detailed study and execution of the techniques of creating woodcut prints. The student will execute black and white and color prints. The graphic work of various artists such as Durer, Holbein, and Lucas Cranach are studied in detail. 6 Lab. Hrs.; 4 Credit Hrs.

27-37 Graphic Arts — Silk Screen — This course is an applied art course in the technique of silk screen printing. The student will execute in color silk screen prints. The silk screenwork of various contemporary artists are studied in detail. 6 Lab. Hrs.; 4 Credit Hrs.

27-40 Ancient Art and Architecture — Beginning with a study of prehistoric structures, this course includes a survey of the architecture of Egypt, Mesopotamia, Crete, Greece, Rome, the early Christian and Byzantine periods, Romanesque, and Gothic. The course consists of approximately twenty-five one hour lectures, a majority of which are illustrated with lantern slides and board drawings.

Although an emphasis is placed upon architecture, some attention is paid to sculpture and to painting in their relationship to architectural decoration. 3 Class Hrs.; 3 Credit Hrs.

27-41 Renaissance Art and Architecture — A continuation of 27-40 *Ancient Art and Architecture*, this course concentrates on a survey of the architecture, sculpture, and painting of the Italian renaissance period. It includes a study of the work of the Italian architects: Brunelleschi, Michelozzo, Alberti, Lombardo, and

Michelangelo; the sculptors: Ghiberti, Donatello, Verrocchio, and Michelangelo; and the work of the Italian painters: Masaccio, Fra Lippi, Botticelli, Leonardo, Andrea del Sarto, Michelangelo, and Raphael.

A majority of the lectures in this course are illustrated with lantern slides and board drawings. 3 Class Hrs.; 3 Credit Hrs.

27-42 *Modern Art and Architecture* — This course is a continuation of 27-41 *Renaissance Art and Architecture*. It encompasses a survey of architectural developments and related arts in Europe and America from the Baroque period to contemporary times. Building styles, design, and materials of construction are stressed and lectures are augmented with lantern slides and board drawings. 6 Class Hrs.; 3 Credit Hrs.

Music

28-01 *Music Appreciation* — The principal concern of this course is teaching the student a technique for listening to music creatively. Representative works from the standard repertory are analyzed with emphasis on listening to music actively. 4 Class Hrs.; 4 Credit Hrs.

28-02 *Introduction to Music History* — This course deals with the major developments in music history from Gregorian Chant through the Romantic period. Emphasis is placed on the comparison of the various styles of each century. 4 Class Hrs.; 4 Credit Hrs.

28-03 *Music Fundamentals* — Basic facts concerning tone relationships, music notation, and elementary chord structure are the subject matter of this course. Class sessions are devoted to sight-singing and ear training. 4 Class Hrs.; 4 Credit Hrs.

28-04 *Musical Forms* — The more common musical forms such as the sonata, theme and variations and rondo are discussed and analyzed. Examples from the standard repertory are played in class and assigned as outside listening. Emphasis is placed on hearing the formal structure of the composition. Prep. 28-01 or 28-02; 4 Class Hrs.; 4 Credit Hrs.

28-05 *The Classical Symphony* — Structural development of the symphonic form during the classical period is emphasized. The most significant symphonies of Haydn, Mozart and Beethoven are used as the basis for discussion. Prep. 28-01, 28-02, 28-03; 4 Class Hrs.; 4 Credit Hrs.

28-06 *The Classical Opera* — A survey course in which operatic forms and developments are traced, with particular attention to the opera forms of Haydn and Mozart. The student will study in detail Haydn's "Orfeo," Mozart's "Don Giovanni," "The Marriage of Figaro," "The Magic Flute," and "Cosi Fan Tutti" as well as one example of the *commedia dell'arte*, Rossini's "The Barber of Seville." The student will be required to listen to other works outside of class. Prep. 28-02; 4 Class Hrs.; 4 Credit Hrs.

28-12 *Music Masterpieces Before 1750* — This is a course designed to acquaint the student with each important musical development from the plainchant era

through the Baroque. The student follows recordings of the various works from individual scores. Outside listening required. 5 Class Hrs.; 2½ Credit Hrs.

28-40 *Introduction to Music* — This course is designed to acquaint the student with such fundamentals as major and minor scales and basic chord relationships. Melody, harmony, counterpoint, and rhythm will be analyzed. Basic forms of musical composition comprise the second half of the course. 3 Class Hrs.; 3 Credit Hrs.

28-41 *Musical Forms* — A study of such forms as the fugue, the sonata, theme and variations, and the lied paves the way for a detailed analysis of the symphony, the string quartet, the opera, and the oratorio. Special emphasis is placed on active listening. Examples will be drawn principally from the Classical and Baroque periods. 3 Class Hrs.; 3 Credit Hrs.

28-42 *Contemporary Music* — This course is designed to bridge the gap between listener and composer in the 20th century. A study of the special styles of composition such as the 12-tone technique, the neo-classic, the neo-romantic, and the impressionistic forms the basis of inquiry. Special attention is given to American composers. 6 Class Hrs.; 3 Credit Hrs.

English

30-01 *English* — A review of basic sentence structure, punctuation, and principles of paragraphing. Theme assignments are planned to develop practical skill in the expository forms. Essays and a novel are studied for comprehension, analysis, and vocabulary development. 3 Class Hrs.; 3 Credit Hrs.

30-02 *English* — A study of the structure, organization, and preparation of student reports: outlining, summarizing, research techniques, evaluation, and argumentation. Experimental work in each of these phases is carried out by means of theme assignments. The course includes assigned readings and a novel. Prep. 30-01; 3 Class Hrs.; 3 Credit Hrs.

30-03 *English* — A study of the problems peculiar to description and narration. Theme work in the course, in addition to these basic types, includes the writing of business letters and a literary critique. The course includes assigned readings and a novel. Prep. 30-02; 3 Class Hrs.; 3 Credit Hrs.

30-04 *Introduction to Literature* — A study of the aims and techniques of various common types of literature: the play, the short story, lyrical and narrative poetry, and the literary essay. Instructional methods include assigned reading and writing of short critical reports. 5 Class Hrs.; 2½ Credit Hrs.

30-05 *Public Speaking* — The study and practice of the basic principles and techniques of effective modern speaking. The class is organized as a functional group. Emphasis is on conversational delivery and clear, concise composition. Group procedures, impromptu speaking, and the handling of short expository forms are practiced. The course trains for the communication requirements of everyday business, professional, and social life. 4 Class Hrs.; 4 Credit Hrs.

30-06 *Public Speaking* — A continuation of 30-05 with emphasis upon speech patterns which involve effective discussion, the study of fundamental issues, analysis, evidence, and reasoning as factors in convincing and persuading people. Prep. 30-05; 4 Class Hrs.; 4 Credit Hrs.

30-07 *Effective Speaking* — A short practical course designed for engineers. The fundamentals of speaking, conferring and reporting are studied and practiced. The class is organized as a functional group with officers and agenda. Theory is minimized; practice emphasized. 6 Class Hrs.; 3 Credit Hrs.

30-08 *Business Communication* — A survey of types and forms of internal and external communication of facts, ideas, instructions, and proposals, correlating written, graphic, and oral techniques. 3 Class Hrs.; 3 Credit Hrs.

30-09 *Report Writing* — The study and practice of the principles and skills involved in planning, writing, and delivering modern reports. Achievement of purpose, format, organization, content, style, and documentation are principal targets of achievement. 3 Class Hrs.; 3 Credit Hrs.

30-10 *Problems in Writing* — A course in the clear and effective presentation of factual data, policies, and judgments. Training is also given in the understanding and logical evaluation of published material. 3 Class Hrs.; 3 Credit Hrs.

30-15 *English Literature* — A survey of outstanding works in English literature, especially of that since 1600. The works read will be discussed in their relation to contemporary social and intellectual background. 3 or 6 Class Hrs.; 3 Credit Hrs.

30-16 *American Literature* — A survey of outstanding works in American literature, in their relation to social and intellectual backgrounds. 6 Class Hrs.; 3 Credit Hrs.

30-17 *Literature* — A course consisting of a careful study of four of Shakespeare's plays. The purpose of the course is twofold: to awaken an interest in and an appreciation of literature, and to develop in the student effective reading habits which will be serviceable to him in any reading he may do hereafter. 3 Class Hrs.; 3 Credit Hrs.

30-18 *Literature* — A course which parallels 30-17 in purpose and method, treats four nineteenth century American novels and develops in students the ability to judge whether the author has been accurate in observation, skillful in expression, and sound in ethical implication. 3 Class Hrs.; 3 Credit Hrs.

30-21 *Intermediate Writing* — A practice course in the writing of the shorter forms of composition. Each student will be given considerable latitude in writing in the field of his individual interest. Student manuscripts will be read and analyzed in class. 4 Class Hrs.; 4 Credit Hrs.

30-22 *Intermediate Writing* — A continuation of 30-21. Approximately a quarter of the work assigned consists of preliminary analysis and completion of a short story for each student on a given conflict problem. Prep. 30-21; 4 Class Hrs.; 4 Credit Hrs.

30-23 *Advanced Composition* — A course designed to meet the needs of advanced students who are interested in literary composition and who have proved their ability in 30-22, Intermediate Writing. 4 Class Hrs.; 4 Credit Hrs.

30-24 *Advanced Composition* — A continuation of 30-23. As in the previous course, class instruction will be supplemented by individual conferences with the instructor. Special attention will be given to the preparation of manuscripts for publication. 4 Class Hrs.; 4 Credit Hrs.

30-27 *Masters of the Drama* — A consideration of the world's outstanding dramatists from Aeschylus to Moliere — their mastery of dramatic techniques, their contribution to the development of the theatre, their influence on their contemporaries, their significance today. Students will be asked to read about fifteen plays, all of them in English. 4 Class Hrs.; 4 Credit Hrs.

30-28 *Masters of the Drama* — A continuation of 30-27. Among the dramatists covered in this course are Congreve, Sheridan, Goethe, Ibsen, Maeterlinck, Strindberg, Hauptmann, Chekhov, Gorky, Pirandello, Shaw, and O'Neill. 4 Class Hrs.; 4 Credit Hrs.

30-29 *Foundations of the English Language* — The development of English from and alongside other languages; cognates and derivatives. Application of some of the principles of linguistic science, including phonetics and phonology, to an understanding of many of the phenomena of change in English words. 4 Class Hrs.; 4 Credit Hrs.

30-30 *Foundations of the English Language* — A continued treatment of the principles involved in 30-29, with considerable attention to the influence of accent. An examination of English in its larger elements, and of the informative and symbolic uses of it, with some of the implications of semantics. Prep. 30-29; 4 Class Hrs.; 4 Credit Hrs.

30-31 *Western World Literature* — A survey of the principal writings of the classic period, including the principal Greek and Latin authors from Homer to Lucian, and passages from the Bible. Attention is given to literary force, content, and historical setting. 4 Class Hrs.; 4 Credit Hrs.

30-32 *Western World Literature* — A continuation of 30-31. Included in the readings are literary masterpieces of England, France, Germany, Norway, Spain, Italy, and Russia. 4 Class Hrs.; 4 Credit Hrs.

30-33 *Survey of English Literature* — A survey of English literature to 1800. After a brief study of the social and political background of each literary period, the writing of the period is considered, and the more important writers are studied and read in detail. The purpose of the course is to give the student an appreciation of English literature as a whole, and an intimate knowledge of its major figures. 4 Class Hrs.; 4 Credit Hrs.

30-34 *Survey of English Literature* — A survey of English literature from 1800 to the present century. The outstanding writers are read, studied, and related to the general background of nineteenth century England. The purpose of the course is to give the student an understanding of the writers who contributed most to the formation and development of modern literature in England. 4 Class Hrs.; 4 Credit Hrs.

30-35 *American Literature to 1860* — A survey of American literature from colonial times to the triumph of the transcendental movement in New England. The work of Bryant, Irving, Cooper, Poe, Emerson, Thoreau, Lowell, Holmes, Longfellow, and Melville will be emphasized. 4 Class Hrs.; 4 Credit Hrs.

30-36 *American Literature after 1860* — Continuing 30-35, the course will consider the rise of realism after the Civil War, the development of American humor, the appearance of local color writers, and modern trends since 1900. Prep. 30-35; 4 Class Hrs.; 4 Credit Hrs.

30-40 *Classical and Biblical Literature* — The first unit of a great-books sequence. A study of standard works of antiquity, chiefly those which continue today in popular favor. Each of the four or five works assigned will be examined as to meaning, tone, and historical context. 3 Class Hrs.; 3 Credit Hrs.

30-41 *European Literature* — The second unit of a great-books sequence. In this term will be studied five or six European works of lasting importance, affording a variety of literary types, historical periods, and national origins. 3 Class Hrs.; 3 Credit Hrs.

30-42 *Masterpieces of England and America* — The third unit of a great-books course. Study will be made of complete works too long to be considered effectively in survey courses. While understanding and appreciation of text will be the main objective of the course, attention will be given also to historical and biographical background. 6 Class Hrs.; 3 Credit Hrs.

30-43 *Nineteenth Century Prose* — An examination of significant prose writers of the early nineteenth century in England and their relation to the social, political, and literary currents of the time, with consideration of background figures like Godwin and Cobbett, the establishment of the great quarterlies and the literary magazines, the Romantic critics and essayists, Coleridge, Lamb, Hazlitt, and DeQuincey, and such transitional writers as Carlyle and Macaulay. 4 Class Hrs.; 4 Credit Hrs.

30-44 *Nineteenth Century Prose* — A continuation of 30-43. Examination of the major prose writers of Victorian England in the work of Thackeray, Newman, Ruskin, Arnold, Huxley, Pater, and Stevenson. 4 Class Hrs.; 4 Credit Hrs.

30-45 *Great English Novels of the Nineteenth Century* — An appreciative and critical study of representative works of great English novelists of the nineteenth century. Emphasized in the first term are Scott, Jane Austen, Emily Bronte, Dickens, and Thackeray. 4 Class Hrs. 4 Credit Hrs.

30-46 *Great English Novels of the Nineteenth Century* — A continuation of 30-45 with concentration on George Eliot, Meredith, Hardy, Trollope, and Conrad. 4 Class Hrs.; 4 Credit Hrs.

30-47 *The Modern Novel* — A study of some of the outstanding novels of the twentieth century, with emphasis on the social outlook they imply. 4 Class Hrs.; 4 Credit Hrs.

30-48 *The Modern Drama* — A study of native and European drama since 1900, with emphasis on the relationship between drama and history in the twentieth century. 4 Class Hrs.; 4 Credit Hrs.

30-50 *Representative Novels* — The class will read and discuss several of the most significant novels from the time of Richardson and Fielding to the present. The works assigned in this course are so chosen as to show the evolution of the novel during the past two hundred years.

30-51 *Introduction to Journalism* — This course treats the functions of the editorial department and the general tasks of an "inside" man. The student is given extensive practice in the rewriting of news stories. 4 Class Hrs.; 4 Credit Hrs.

30-52 *Introduction to Journalism* — The problems of reporting and news-writing, with written assignments in all types of spot news reporting. Prep. 30-51; 4 Class Hrs.; 4 Credit Hrs.

30-53 *Techniques of Journalism* — Editing the news. The writing of editorials, feature articles, and columns. Prep. 30-52; 4 Class Hrs.; 4 Credit Hrs.

30-54 *Techniques of Journalism* — A general practice course in newspaper writing, the covering of special assignments, and editorial problems. Prep. 30-53; 4 Class Hrs.; 4 Credit Hrs.

30-55 *Vocabulary Building* — This course is concerned mainly with the Greek, Latin, and Germanic elements from which modern English words are made. It includes also some work in the history of the language and types of semantic change. 3 Class Hrs.; 3 Credit Hrs.

30-57 *Introduction to Semantics* — A study of the ways in which language habits affect thinking processes and raise problems in social relationships. 3 Class Hrs.; 3 Credit Hrs.

30-58 *Discussion and Debate* — Practice in the round-table and panel discussion and in intercollegiate types of debate. A study of the techniques of reasoning based upon logic, semantics, and the modern scientific method. 3 Class Hrs.; 3 Credit Hrs.

30-59 *Play Production* — An elementary course designed to teach the prospective director, stage manager, or technician of amateur theatricals presented in schools, churches, and settlement houses the procedures involved in selecting and preparing a play for production. 3 Class Hrs.; 3 Credit Hrs.

30-61 *Shakespeare* — The Elizabethan period, sixteenth century London, and Shakespearean stage and audience, and the actors' companies will be discussed. Shakespeare's life and his development as a dramatist will be carefully considered. Five plays will be intensively studied. 4 Class Hrs.; 4 Credit Hrs.

30-62 *Shakespeare* — Lectures will be given on Shakespeare's language, the text of the plays, Shakespearean criticism, editors' problems, etc. Four plays will be intensively studied. The sonnets will be read and discussed. Prep. 30-61; 4 Class Hrs.; 4 Credit Hrs.

30-63 *Chaucer* — A study of the Canterbury Tales, with careful attention to Middle English vocabulary, historical setting, and the rhythms and devices of Chaucer's poetry. Included in the readings are the General Prologue and seven Tales, with links and prologues. 4 Class Hrs.; 4 Credit Hrs.

30-64 *Chaucer* — This course is principally concerned with *Troilus and Criseyde*, *The House of Fame*, *The Parliament of Fowls* and certain selected parts of *Boece*. Prep. 30-63; 4 Class Hrs.; 4 Credit Hrs.

30-66 *Eugene O'Neill* — A comprehensive course tracing the development of Eugene O'Neill as a playwright and showing the influence of Eugene O'Neill in World Drama. Eugene O'Neill will be evaluated as a writer of tragedy, as a naturalist, and as an experimenter. 3 Class Hrs.; 3 Credit Hrs.

French

31-01 *Elementary French* — A beginner's course stressing the essentials of grammar, practice in pronunciation, and progressive acquisition of a basic vocabulary and idiomatic expressions. 3 Class Hrs.; 3 Credit Hrs.

31-02 *Elementary French* — A continuation of 31-01, with emphasis on the more difficult points of grammar, particularly the uses of the subjunctive mood. Prep. 31-01; 3 Class Hrs.; 3 Credit Hrs.

31-03 *Elementary French* — A continuation of 31-02. Reading of simple French prose, with written and oral exercises based on the material read. French conversation is encouraged whenever feasible. Prep. 31-02; 3 Class Hrs.; 3 Credit Hrs.

31-04 *Elementary French* — A continuation of 31-03. Reading of French prose of moderate difficulty, with practice in conversation. Prep. 31-03; 3 Class Hrs.; 1½ Credit Hrs.

31-15 *Intermediate French* — Introduction to the history of French civilization through texts of average difficulty, with some attention given to review of grammar, and to written and oral exercises. Prep. 31-04; 4 Class Hrs.; 4 Credit Hrs.

31-16 *Intermediate French* — A continuation of 31-15. Intensive reading of modern prose, with emphasis on the acquisition of a reading knowledge. Some conversational practice is included. Prep. 31-15; 4 Class Hrs.; 4 Credit Hrs.

31-17 *French Composition and Conversation* — Although some grammar review and written work is required, this course aims primarily to develop the ability to engage in French conversation. Prep. 31-16; 2 Class Hrs.; 2 Credit Hrs.

31-18 *French Composition and Conversation* — A continuation of 31-17, with emphasis on free composition, both written and oral. Oral reports serve as bases for class discussions. Prep. 31-17; 2 Class Hrs.; 2 Credit Hrs.

31-19 *Readings from Contemporary French* — In this course selected passages are read from the narrative and dramatic prose of the last fifty years. Among the writers included are Colette, Duhamel, Renard, Rolland, Vildrac, Anatole France, Gide, Proust, Romans and Sartre. Prep. 31-16; 5 Class Hrs.; 2½ Credit Hrs.

31-21 *French Literature from 1850 to 1900* — A study of the novel, especially of Flaubert, Zola, Daudet, Loti and Huysmans. Selections are read also from Sainte-Beuve, Taine and Renan. Lectures, collateral reading and reports. Prep. 31-16; 4 Class Hrs.; 4 Credit Hrs.

31-22 *French Literature from 1850 to 1900* — A continuation of 31-21. A study of the lyric poetry of the Parnassian and Symbolist schools, with selections from Gautier, Banville, Leconte de Lisle, Hérédia, Sully-Prudhomme, Baudelaire, Verlaine, Mallarmé and Rimbeau. Plays of the period are assigned for outside reading. Lectures and reports. Prep. 31-16; 4 Class Hrs.; 4 Credit Hrs.

31-23 *French Classicism* — A study of the background and non-dramatic literature of the seventeenth century. The selections read are mainly from Malherbe, Descartes, Pascal, La Fontaine, Mme. de Sévigné, Mme. de La Fayette, Bossuet, and Fenelon. Lectures, collateral reading and reports. Prep. 31-16; 4 Class Hrs.; 4 Credit Hrs.

31-24 *French Classicism* — A continuation of 31-23. After an examination of the dramatic theories as expounded especially by Boileau, this course is devoted to the study of the plays of Corneille, Molière, and Racine. Lectures, collateral reading. Prep. 31-16; 4 Class Hrs.; 4 Credit Hrs.

31-25 *French Romanticism* — A study of the origins and development of the Romantic movement in France. Selected poems by Lamartine, Hugo, Musset and Vigny are read and discussed in class, while characteristic Romantic prose is assigned for outside reading. Lectures and reports. Prep. 31-16; 4 Class Hrs.; 4 Credit Hrs.

31-26 *French Romanticism* — A continuation of 31-25. After an examination of the dramatic theories expounded in the *Preface de Cromwell*, this course is devoted to the study of Romantic dramas. Lectures, collateral reading and reports. Prep. 31-16; 4 Class Hrs.; 4 Credit Hrs.

German

32-01 *Elementary German* — A beginner's course stressing the essentials of grammar, practice in pronunciation, and the acquisition of a basic vocabulary and idiomatic expressions. 3 Class Hrs.; 3 Credit Hrs.

32-02 *Elementary German* — A continuation of 32-01, with emphasis on the more difficult points of grammar, particularly the uses of the subjunctive mood. Prep. 32-01; 3 Class Hrs.; 3 Credit Hrs.

32-03 *Elementary German* — A continuation of 32-02. Reading of simple German prose, with oral and written exercises based on the material read. German conversation is encouraged whenever feasible. Prep. 32-02; 3 Class Hrs.; 3 Credit Hrs.

32-04 *Elementary German* — A continuation of 32-03. Reading of German prose of moderate difficulty, with practice in conversation. Prep. 32-03; 3 Class Hrs.; 1½ Credit Hrs.

32-15 *Intermediate German* — Introduction to the history of German civilization through texts of average difficulty with some attention given to review of grammar and to written and oral exercises. Prep. 32-04; 4 Class Hrs.; 4 Credit Hrs.

32-16 *Intermediate German* — A continuation of 32-15. Intensive reading of modern prose, with emphasis on the acquisition of a reading knowledge. Some conversational practice is included. Prep. 32-15; 4 Class Hrs.; 4 Credit Hrs.

32-17 *German Composition and Conversation* — Although some grammar review and written work is required, this course aims primarily to develop the ability to engage in German conversation. Prep. 32-16; 2 Class Hrs.; 2 Credit Hrs.

32-18 *German Composition and Conversation* — A continuation of 32-17, with emphasis on free composition, both written and oral. Oral reports serve as bases for class discussions. Prep. 32-17; 2 Class Hrs.; 2 Credit Hrs.

32-19 *Scientific German* — The purpose of this course is to provide students with a reading knowledge of scientific German. Articles dealing with chemistry, physics, mathematics and biology are read. Prep. 32-16; 5 Class Hrs.; 2½ Credit Hrs.

32-21 *Modern German Literature* — A survey of the main currents of German literature since 1880. The course deals chiefly with the novel and short story of the leading authors of the period. Lectures, collateral reading and reports. Prep. 32-16; 4 Class Hrs.; 4 Credit Hrs.

32-22 *Modern German Literature* — A continuation of 32-21, with the main emphasis on the drama and poetry. Representative selections from the Naturalistic, Impressionistic, and Expressionistic movements are read. Lectures, collateral reading and reports. Prep. 32-16; 4 Class Hrs.; 4 Credit Hrs.

32-23 *The Classical Period of German Literature* — This course traces the development of German literature during the second half of the eighteenth century, dealing especially with the works of Lessing and Schiller. The Storm and Stress period also receives attention. Lectures, collateral reading and reports. Prep. 32-16; 4 Class Hrs.; 4 Credit Hrs.

32-24 *The Classical Period of German Literature* — A continuation of 32-23, this course is devoted to the life and works of Goethe, with emphasis on his lyric and dramatic poetry. Lectures, collateral reading and reports. Prep. 32-16; 4 Class Hrs.; 4 Credit Hrs.

32-25 *German Literature of the Nineteenth Century* — This course traces the chief tendencies in German literature from the beginning of Romanticism to the coming of Naturalism. Representative prose works of the principal writers of the period are read. Lectures, collateral reading and reports. Prep. 32-16; 4 Class Hrs.; 4 Credit Hrs.

32-26 *German Literature of the Nineteenth Century* — A continuation of 32-25, stressing the drama and poetry of the period. The selections read are mainly from Kleist, Hölderlin, Eichendorff, Novalis, Heine, and Hebbel. Lectures, collateral reading and reports. Prep. 32-16; 4 Class Hrs.; 4 Credit Hrs.

Spanish

33-01 *Elementary Spanish* — A beginner's course stressing the essentials of grammar, practice in pronunciation and progressive acquisition of basic vocabulary and idiomatic expressions. 3 Class Hrs.; 3 Credit Hrs.

33-02 *Elementary Spanish* — A continuation of 33-01, with emphasis on the more difficult points of grammar, particularly the uses of the subjunctive mood. Prep. 33-01; 3 Class Hrs.; 3 Credit Hrs.

33-03 *Elementary Spanish* — A continuation of 33-02. Reading of simple Spanish prose, with written and oral exercises based on the material read. Spanish conversation is encouraged whenever feasible. Prep. 33-02; 3 Class Hrs.; 3 Credit Hrs.

33-04 *Elementary Spanish* — Reading of Spanish prose of moderate difficulty, with practice in conversation. Prep. 33-03; 3 Class Hrs.; 1½ Credit Hrs.

33-15 *Intermediate Spanish* — Introduction to the history of Spanish civilization through texts of average difficulty, with some attention given to review of grammar and to written and oral exercises. Prep. 33-04; 4 Class Hrs.; 4 Credit Hrs.

33-16 *Intermediate Spanish* — A continuation of 33-15. Intensive reading of modern prose, with emphasis on the acquisition of a reading knowledge. Some conversational practice is included. Prep. 33-15; 4 Class Hrs.; 4 Credit Hrs.

33-17 *Spanish Composition and Conversation* — Although some grammar review and written work is required, this course aims primarily to develop the ability to engage in Spanish conversation. Prep. 33-16; 2 Class Hrs.; 2 Credit Hrs.

33-18 *Spanish Composition and Conversation* — A continuation of 33-17, with emphasis on free composition, both written and oral. Oral reports serve as bases for class discussions. Prep. 33-17; 2 Class Hrs.; 2 Credit Hrs.

33-19 *Readings from Contemporary Spanish* — In this course selected passages are read from the narrative and dramatic prose of the last fifty years. Among the writers included are Unamuno, "Azorín," Benavente, Ibáñez, Baroja, Balle-Inclán, Ayala, and Ortega y Hassett. Prep. 33-16; 5 Class Hrs.; 2½ Credit Hrs.

33-21 *Spanish Literature of the Golden Age* — This course deals with works of Cervantes, particularly the *Don Quixote* and the *Novelas Ejemplares*. Lectures, collateral reading and reports. Prep. 33-16; 4 Class Hrs.; 4 Credit Hrs.

33-22 *Spanish Literature of the Golden Age* — A continuation of 33-21, with emphasis on the drama of Lope de Vega, Tirso de Molina and Calderón. Lectures, collateral reading and reports. Prep. 33-16; 4 Class Hrs.; 4 Credit Hrs.

33-23 *Spanish Literature of the Nineteenth Century* — A study of the literature of Spain during the first half of the nineteenth century, with emphasis on the Romantic drama and poetry. Lectures, collateral reading and reports. Prep. 33-16; 4 Class Hrs.; 4 Credit Hrs.

33-24 *Spanish Literature of the Nineteenth Century* — A continuation of 33-23, this course is devoted to Spanish literature of the second half of the nineteenth century, particularly to the Realistic novel. Lectures, collateral reading and reports. Prep. 33-16; 4 Class Hrs.; 4 Credit Hrs.

33-25 *Spanish American Literature* — A survey of the general trends of Spanish American literature, with particular attention to the colonial period, the period

of the struggle for independence, and the nineteenth century epic of the Gaucho and the Indian. Lectures, collateral reading and reports. Prep. 33-16; 4 Class Hrs.; 4 Credit Hrs.

33-26 *Spanish American Literature* — A continuation of 33-25, this course deals with the better known Spanish American writers of the Modernistic, Realistic and Contemporary periods, with emphasis on Ruben Dario and Gabriela Mistral. Lectures, collateral reading and reports. Prep. 33-16; 4 Class Hrs.; 4 Credit Hrs.

Accounting

41-01 *Principles of Accounting* — The purpose of this course is to offer training in the understanding of the principles and practice of elementary accounting. It is designed to serve the needs of those who intend to specialize in accounting as well as those who are studying it as a tool subject. The student is acquainted with the entire cycle of bookkeeping procedure: journalizing, posting, taking a trial balance, preparing working papers and statements, and closing the books, as well as the analysis of transactions. 4 Class Hrs.; 4 Credit Hrs.

41-02 *Principles of Accounting* — This course continues the work in 41-01 with a complete treatment of the analysis of transactions, after which attention is directed to the more formal forms of the recording process. The course takes up the use of special journals and ledgers, controlling accounts, accrued and deferred items, valuation reserves for bad debts and depreciation, and the accounting for negotiable instruments. Prep. 41-01; 4 Class Hrs.; 4 Credit Hrs.

41-03 *Principles of Accounting* — This course continues the work of 41-02 with a discussion of the voucher system and matters related to payrolls. Then follows an introductory treatment of the accounting features peculiar to the individual proprietorship, the partnership and the corporation, with emphasis on the concept of net worth or capital. Prep. 41-02; 4 Class Hrs.; 4 Credit Hrs.

41-07 *Theory of Accounts* — This course introduces the fundamental accounting principles of the theory of debits and credits, journalizing and posting to accounts, and preparation of financial statements. The construction and interpretation of accounts is considered. 4 Class Hrs.; 4 Credit Hrs.

41-08 *Elements of Cost Accounting* — This course includes a specialized application of the fundamental accounting principles covered in 41-07 for the purpose of providing data for the management and administration of a business. Principles used in calculating and interpreting the cost of producing articles manufactured or of performing the services rendered are brought to the attention of the student. Prep. 41-07; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-09 *Elements of Cost Accounting* — This course is a continuation of 41-08. The basic principles of the cost of production having been introduced to the student through a study of job, process, and standard cost systems. 41-09 concerns distribution costs, namely, the outlays incurred in storing the finished product and shipping it or transporting it to the customers. Cost reports, summaries and control are considered. Prep. 41-08; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-10 *Principles of Accounting* — This course is offered to those students who are entering the College of Business Administration at the sophomore level. The purpose of the course is to present the fundamental principles of accounting theory and practice in sufficient detail and scope to provide adequate foundation for either advanced study in accounting or the accounting phases in the study of industrial relations, management and marketing. 10 Class Hrs.; 10 Credit Hrs.

41-26 *Intermediate Accounting* — This course is a continuation of 41-25 with emphasis shifting from the achievement of technical facility into the analytical, interpretive, and managerial aspects of accounting. Emphasis is placed on the logical development of accounting rules and principles from fundamental accounting theory. The course coverage includes a comprehensive discussion of the theory and the analysis of accounting statements, the analysis of working capital, profit and loss analysis, and miscellaneous ratios. Prep. 41-25; 4 Class Hrs.; 4 Credit Hrs.

41-27 *Accounting Statements* — This course is a survey of the basic accounting statements. The five areas that are covered are as follows: (1) an explanation of the form, content, and general principles governing the construction of financial statements; (2) a study of accounting valuation and income determination problems; (3) an extensive examination of working capital; (4) a detailed coverage of comparative statements including trend percentages and common-size statements; and, (5) a complete study of all the standard ratios followed by the methods and techniques of using them in analyzing and interpreting financial and operating data. Prep. 41-25; 4 Class Hrs.; 4 Credit Hrs.

41-28 *Introduction to Cost Accounting* — This course is a survey of the basic cost accounting principles as it applies to non-accounting majors. It is intended to demonstrate the principles, procedures, and management uses of cost accounting. The course will cover the following: manufacturing costs; nature and uses of cost accounting; outline of the job cost plan; managerial control of material, labor, and overhead; departmental burden rates; and financial statements. Cost control through cost reports and an analysis and control of distribution costs will be studied. 4 Class Hrs.; 4 Credit Hrs.

41-31 *Cost Accounting* — Discussion of basis cost accounting terminology is followed by the job-order cost accounting cycle which shows the flow of costs through the general ledger and their presentation on financial statements. The following topics are then covered: the voucher system, special ledgers, materials inventory control, accounting for labor, and manufacturing expenses — actual and applied. 3 Class Hrs.; 3 Credit Hrs.

41-32 — *Cost Accounting* — This course continues the study of job-order cost accounting. The departmentalization of the factory is studied. This is followed by a review of the entire area of job-order cost accounting. A set is completed as part of the review.

The second part of the course is devoted to the area of process cost accounting and the costing of by-products and joint products. Emphasis is placed on the averaging method and first-in, first-out method of costing. These are the two methods of costing used in process cost accounting. 3 Class Hrs.; 3 Credit Hrs.

41-33 *Cost Accounting for Management* — Standard cost accounting combined with budgetary control is today gaining widespread importance with management. Business seeks control of many of its activities through the establishment of standards and budgets. Since both have managerial control as its objective the two areas are interdependent and cannot function separately. The first portion of the course will deal with basic budgetary procedure with emphasis on the flexible or variable budget. This will be followed by a survey of standard cost accounting accompanied by budgetary control. Cost control techniques and procedures such as gross profit analysis, break-even analysis, and profit-volume relationship will also be discussed. Prep. 41-22; 10 Class Hrs.; 5 Credit Hrs.

41-34 *Industrial Accounting* — This course provides a foundation in basic principles and bookkeeping procedures. Emphasis is placed on the recording of the ordinary transactions of a trading business, the preparation of financial statements, and the handling of controlling accounts and subsidiary ledgers. The purely clerical work incidental to the study of basic accounting is minimized and stress is laid on the ways in which accounting serves management in administering a business successfully. 3 Class Hrs.; 3 Credit Hrs.

41-35 *Industrial Accounting* — The purpose of this course is to provide engineering students with a foundation in cost accounting theory and practice. The student is made conversant with the field and purposes of cost accounting, the procedures in accounting for material, labor, and manufacturing expenses in a job order cost system, process cost accounting, cost accounting with the use of standards, cost accounting for by-products and joint products, and budgetary practices and procedures.

Emphasis throughout the course is on the use of cost accounting data as a tool of management in the control and possible reduction of costs and as a guide to management in shaping future policies and operations. Prep. 41-34; 5 Class Hrs.; 5 Credit Hrs.

41-37 *Intermediate Accounting* — This course in Intermediate Accounting is designed to serve as a foundation for advanced accounting work. This calls for a broad and thorough understanding of basic accounting theory and its general application to business. The course begins with a series of studies describing in detail the accounting problems relating to valuation and presentation of corporate property, liability and equity items, as well as the related problems of measurement of cost and revenue. Prep. 41-26; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-38 *Intermediate Accounting* — This course is a continuation of 41-37. Here fundamental theory receives extended application. The purpose of this course is to broaden the base of the student's knowledge of subjects which are in a transitional and controversial stage. Both sides of controversial subjects are presented and frequent reference is made to the expressed opinions of the American Institute of Accountants, the American Accounting Association, and the Securities and Exchange Commission. Prep. 41-37; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-42 *Budget Procedure* — The purpose of this course is to give consideration to the basic principles and procedures to be applied in preparing budgets. Among

the various types of budgets developed are the sales, production, purchase, materials, labor, and expense. Prep. 41-33; 5 Class Hrs.; 2½ Credit Hrs.

41-43 *Auditing* — This is a course in auditing practice and procedure designed to give the student a practical knowledge of auditing. The course stresses the application of accounting and auditing principles in the verification, analysis and interpretation of the records and the compilation of reports by which management can base plans for future operations. Specifically, a large practice case is used to acquaint the student with actual audit work, work sheet preparation, and the preparation of the report. Prep. 41-36; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-44 *Auditing* — This course continues the work started in 41-43. The Accounting Research Bulletins and Statements on Auditing Procedure issued by the Committee on Accounting Procedure of the American Institute of Accountants are studied and discussed. The recommendations of the American Institute of Accountants, the American Accounting Association, the Federal Reserve Board, the Federal Trade Commission, the Securities and Exchange Commission, the New York Stock Exchange and business in general are recognized because of the marked influence of these agencies on accounting and auditing principles in the development of uniform auditing procedure. Prep. 41-43; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-45 *Advanced Accounting* — This course is a continuation of 41-38. Here fundamental theory receives extended application to certain special areas of accounting. The topics covered are partnerships, consignments, venture accounts, installment sales, and insurance. The analytical and interpretive aspects of accounting are stressed and developed. Prep. 41-38; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-46 *Municipal Accounting* — This course deals with accounting principles and procedures which govern the budgeting and recording of transactions of municipalities; and comparing and analyzing the results. The financial organization of a municipality is studied. The need for segregation by funds and the variations from commercial accounting are stressed. The fund accounting areas covered are: general, revolving, bond, assessment, sinking, trust, agency, public service, fixed properties, and general bonded debt. Prep. 41-38; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-47 *Consolidated Statements* — Among many business enterprises there exists a parent-and-subsidiary relationship. In our complex business society this trend towards combination and control continues. It becomes necessary periodically to combine corresponding items of the parent and its subsidiary or subsidiaries so that the end result presents a financial picture as though they were a single economic unit. This course is concerned with a detailed study of the accounting and economic problems involved in the preparation of these consolidated statements. Prep. 41-46; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-48 *Cost Accounting* — The estimated cost system is covered during the first part of the course. This is followed by an extensive study of budgetary procedures. The making of budgets for future revenues, costs, and products is one of the most important functions of the cost accountant. The flexible budget is also included in this area.

The last portion of the course covers the basic principles of standard cost accounting. 3 Class Hrs.; 3 Credit Hrs.

41-49 *Cost Accounting* — Standard cost accounting is continued in this course. The interdependence of budgeting and standard cost accounting is stressed. Problems using standard costs with flexible budgets are solved. A standard cost set is used to review the entire field of budgets and standards.

Cost accounting as a "tool of management" is studied. Topics included are cost control through cost reports, analysis and control of distribution costs, gross profit analysis, break-even analysis, profit-volume relationship, and differential cost analysis. 3 Class Hrs.; 3 Credit Hrs.

41-50 *Fiduciary Accounting* — This course is a continuation of 41-47. The entire field of insolvency and probate work is carefully studied. The topics covered are the statement of affairs, receiver's affairs, realization and liquidation report, and estates and trusts. Prep. 41-47; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

41-61 *Accounting Seminar* — It is the purpose of this course to study the origin, development and present position of the basic concepts underlying the accounting profession. Emphasis is on reason, understanding, and analysis rather than on mechanics. There are many areas which require judgment, opinion, and interpretation. These areas may be controversial and several alternative solutions may be authoritatively presented. The student will become acquainted with the ever increasing accounting literature. In the seminar meetings, the selected topics, and individual research upon them, are the basis for discussion. 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

Industrial Relations

42-10 *Personnel* — The purpose of this course is to survey the work of the personnel department. The what and how of the employment office will be analyzed along with the current practices in the conduct of human relationships in industry. 3 Class Hrs.; 3 Credit Hrs.

42-17 *Problems in Personnel* — An examination of selected problems in industrial relations, with emphasis on government regulation in the fields of collective bargaining, wage policy, hiring practices, and union activities. The case method will be used to explore practical problems arising in the management of industry. Prep. 42-10; 3 Class Hrs.; 3 Credit Hrs.

42-44 *Wage Administration* — This course includes both practical and theoretical issues of wages and income; the economic and social function of wages, wage theories, wage practices of industrial management, collective bargaining of wage adjustments, fringe issues, legislative supplements, income security, and national wage policy. Prep. 20-26; 3 Class Hrs.; 3 Credit Hrs.

42-52 *Motion and Time Study* — This course is designed for students in Business Administration to show the proper use of work simplification and time study. The student is instructed in the use of process analysis, operation analysis, man-machine analysis, and micromotion analysis. This is accomplished through lectures, discussions and actual laboratory projects.

Time study is discussed and the student is instructed in the correct use of it and how this tool can be used as an aid to management. Prep. 45-34, 45-22; 2 Class Hrs.; 2 Lab. Hrs.; 3 Credit Hrs.

42-61 *Seminar in Collective Bargaining* — The meetings will be devoted to discussion of cases or reports on problems actually faced by industrial relations departments dealing with employees through collective bargaining. Broad issues of management authority, governmental regulation of labor-management relations, grievance procedures and arbitration will be analyzed. Research into more specific issues will be undertaken by students. Prep. 20-26; 4 Class Hrs.; 4 Credit Hrs.

42-62 *Seminar in Collective Bargaining* — This is a continuation of 42-61 — in which greater emphasis will be placed upon individual research and reports. Prep. 42-61; 5 Class Hrs.; 5 Credit Hrs.

Marketing and Advertising

43-08 *Sales Engineering* — The purpose of this course is to develop among industrial engineers a working and essential knowledge of the marketing function. By means of the seminar method the course deals with such fundamentals as classification of commodities, structure of markets, and functions of the promotional departments; contributions of research; problems of sales management. 3 Class Hrs.; 3 Credit Hrs.

43-21 *Principles of Marketing* — The principles and trends governing the marketing and distribution of merchandise are introduced in this course together with detailed consideration of the place of marketing in our modern economic order, the basic structure of markets, commodities, middlemen, and the field of retailing. 3 Class Hrs.; 3 Credit Hrs.

43-22 *Principles of Advertising* — The economic background of advertising and its development are presented together with a study of the methods followed in advertising agencies and departments to plan and prepare advertisements and advertising campaigns. 3 Class Hrs.; 3 Credit Hrs.

43-30 *Salesmanship* — The objective of this course is twofold: (1) To provide the student who is interested in a career in marketing and advertising, but not necessarily in personal selling with a working and essential knowledge of sales functions and procedures and the role of the salesman in modern marketing process; (2) for those students interested in entering the field of personal selling as a career, a greater knowledge of modern selling techniques, including a thorough appreciation and understanding of the relation that exists between personal selling and the many marketing aids and techniques contained in a fully developed sales program. Prep. 43-21, 22; 3 Class Hrs.; 3 Credit Hrs.

43-31 *Copywriting* — Facility in dealing with effective advertising copy, whether from the point of view of creating it, selling it, or appraising it, is the aim of this course. Consideration is given to the relation of copy and headline to layout, the preparation of headlines and slogans and the principles of copy construction.

Emphasis is placed upon analysis and preparation of the many types of copy required for different purposes and different kinds of advertising media. Prep. 43-21, 22; 3 Class Hrs.; 3 Credit Hrs.

43-32 *Sales Management* — Training in the analysis of problems that arise in sales and marketing programs and in the exercise of personal judgment is emphasized through the use of actual case material. This first term of the course includes problems in adding or eliminating product lines; product design, trademark, guaranty and packaging problems; policies in selection of distribution channels; pricing, resale price maintenance, discounts; and sales planning. 3 Class Hrs.; 3 Credit Hrs.

43-33 *Sales Management* — Concluding the case work started in 43-32, careful attention is given in this second term of the course to the analysis and evaluation of problems in sales organization and control, sales methods and campaigns; and the control of sales operations. Fully as much as the course content, the case method used in these two courses serves as a useful bridge between preceding survey courses and the work required in the more advanced problem and seminar courses. 3 Class Hrs.; 3 Credit Hrs.

43-40 *Advertising Production* — Familiarity with mechanical problems and processes in advertising, including some knowledge of production techniques in television and radio, is the objective of this basic course. Major attention is given to printed advertising — publication, letters, folders, booklets. Elements of the course are: Visualizing the advertising idea; preparing the layout, including lettering and rough sketching; selecting the illustration; the use of color; photo-engraving and other illustrative processes; selection of type; determination of space requirements; printing and paper; and the working out of individual advertising projects. Prep. 43-22; 4 Class Hrs.; 3 Credit Hrs.

43-43 *Marketing Research* — The scope and uses of market research and analysis, together with their basis in scientific method, are considered at some length to reveal specific practical applications of this modern marketing tool to business needs. Quantitative and qualitative sales analysis, market trends, advertising research, product analysis, territory and sales quota determination are considered fully and related to basic methods of measuring the effectiveness of the marketing-advertising operation. Prep. 43-32; 4 Class Hrs.; 4 Credit Hrs.

43-44 *Foreign Marketing* — The purpose of this course is to give the student of marketing a knowledge of the problems, policies, and techniques essential to effective sales in foreign markets. Throughout the course emphasis is placed upon the differences in the nature of the problems encountered and the practices followed in this highly specialized field. Prep. 43-32; 2 Class Hrs.; 2 Credit Hrs.

43-46 *Credits and Collections* — This course is designed to acquaint the student with modern methods of credit investigation, determination, and collections. Consideration will be given to credit instruments, mercantile credit practices and policies, mercantile and special agencies, problems and policies in retail credit, and legal right in collecting. Prep. 43-22; 3 Class Hrs.; 3 Credit Hrs.

43-50 *Industrial Marketing* — This senior course is designed to give those students who elect it a knowledge and understanding of a significant and special-

ized area of marketing. In the class meetings, selected topics covering a variety of phases of Industrial Marketing, and individual research upon these, are the basis for discussion. 4 Class Hrs.; 4 Credit Hrs.

43-52 *Retail Merchandising* — The purpose of this course is to study the principles of successful retailing and to acquaint the student with the more modern methods of operating a retail organization. The course opens with a review and a more detailed discussion of markups, markdowns, and markons. Consideration is then given to the operating statement as it applies to the retailer, the buying function, pricing of merchandise and the development of price lines, the control of inventory, stock turnover, the selection and management of retail sales personnel, and budgeting. Throughout the course merchandise planning is discussed and illustrated. Prep. 43-33 or 45-52; 4 Class Hrs.; 4 Credit Hrs.

43-53 *Problems in Advertising* — Using actual case materials, this course comprehends a wide variety of basic promotional problems in representative industries and firms. Careful attention is given to analysis and solution of divergent problems involving the profitable use of advertising in relation to the marketing strategy as a whole. The cases illustrate significant differences in buying habits and motives and afford opportunity to appraise a broad range of advertising and sales promotion programs precisely as they were evolved. Prep. 43-22, 43-32; 3 Class Hrs.; 3 Credit Hrs.

43-54 *Problems in Advertising* — Concluding the case work carried on in 43-53, this course seeks to develop a thorough understanding of the administrative aspects of advertising from both the advertiser's and the advertising agent's point of view and at the same time to develop a deeper comprehension of the economic effects of advertising and sales promotion. It intensifies previous study of some of the cases with particular respect to the media selection and the control and measurement of advertising effort. Latest methods of sales promotion are demonstrated in class. Taking a broad view on the basis of individual cases it also analyzes the influences of advertising and allied promotions upon our economy. Prep. 43-53; 4 Class Hrs.; 4 Credit Hrs.

43-61 *Seminar in Marketing and Advertising* — This seminar course, taken in the senior year, is designed to give students majoring in the field an opportunity to pursue further those specific aspects of marketing or advertising which are of particular interest to the student and in which he feels the need for additional information and training. Individual research and reports are the basis of the seminar meetings. 3 Class Hrs.; 3 Credit Hrs.

Finance and Insurance

44-13 *Construction Finance* — The financial problems confronting the setting up of engineering and construction organizations and the methods of providing funds to carry on projects constitute the subject matter to be studied. This will include a consideration of the various forms of business organization from the legal as well as the operational point of view. The uses of capital stock, mortgage bonds, land trust certificates, purchase money mortgages, together with the importance of appraisals in the financing of public projects, projects of private

enterprise, public utilities, and expansion of these services are studied. The problems of providing working capital and the use of bank credit are also considered. 3 Class Hrs.; 3 Credit Hrs.

44-14 Industrial Finance — This course takes up the various problems encountered in the promotion of new businesses and the reorganization and management of old ones.

Emphasis is placed on problems encountered in administering the working capital and in raising fixed capital. Methods of measuring financial strength and the proper management of earnings are covered. Finally, ways and means of working with the courts in insolvency and bankruptcy are taken up with emphasis on ways to avoid financial difficulties. 3 Class Hrs.; 3 Credit Hrs.

44-20 Introduction to Finance — An introductory survey designed to acquaint the student with the role of finance in the economic world. The survey includes capital formation and uses, financial institutions and their functions, descriptive analysis of banks, investment companies, insurance companies and brokerage houses, farm credit organizations, and consumer credit agencies. 3 Class Hrs.; 3 Credit Hrs.

44-22 Principles of Insurance — The purpose of the course is to provide a comprehensive knowledge of insurance principles and coverage such as will provide a broad foundation for the student who plans to enter the business of insurance or enable the man or woman in business to plan a satisfactory program for personal needs or business responsibilities. Content: the basic principles of insurance, solving the economic problems of risk, types of insurance contracts, legal interpretation of the insurance contract, types of insurance, co-operative organizations in the field of insurance. 3 Class Hrs.; 3 Credit Hrs.

44-31 Business Finance — The fundamental principles of finance are approached from the point of view of the business man. Methods of organizing and financing new and old business ventures are integrated with present-day practice. Merits of partnerships and corporations from the standpoint of liability, risk and taxes are considered. Consideration is given to the various factors that influence capital structure and the services of the investment banker; the Securities Exchange Act and Blue Sky Laws; the liabilities and privileges of stockholders and directors. Prep. 44-20; 4 Class Hrs.; 4 Credit Hrs.

44-32 Business Finance — This course covers the financial aspects of sales, prices and markets; methods of raising short-term working capital and problems involved in keeping it revolving. The proper administration of income to meet the objectives of the company, and the part played by depreciation surplus and dividend policy are considered. Methods of evaluation as applied to various types of business from the standpoint of the buyer and seller. The course also includes principles to be applied in consolidating or merging companies or recapitalizing problems dealing with receivership and bankruptcy. Prep. 44-31; 4 Class Hrs.; 4 Credit Hrs.

44-33 Life Insurance — A study of life insurance and its place in planning an estate. A detailed study of policy provisions; how rates are made; measuring the net cost of insurance; present day reserve systems; how dividends are calcu-

lated; group and accident policies; investments of life insurance companies; and legal aspects of life insurance. Prep. 44-22; 3 Class Hrs.; 3 Credit Hrs.

44-34 *Property Insurance* — A detailed study of the fire insurance contract with special reference to restricting clauses; warranties, waiver and added forms and clauses; rate structure; underwriting problems; consequential losses and claim settlement; insurance of goods in transit; kinds of policies; coverage and rate making. Prep. 44-33; 3 Class Hrs.; 3 Credit Hrs.

44-41 *Investments* — This course is concerned with investment analysis. It covers methods of analyzing the industry, the particular company in the industry, and the specific securities of the company. Factors that enter into the rating of stocks and bonds, such as number of times interest earned, capital structure and asset value are taken up in order. Also included is a study of protective covenants and remedies of junior and senior security holders. Prep. 44-32; 3 Class Hrs.; 3 Credit Hrs.

44-42 *Investments* — This course is concerned with the problems of managing investment funds. Through the study of case material and readings, principles are developed for analyzing the particular investment needs of an individual or institution. Then comes the selection of securities to fit the need. The advantage and disadvantage of stocks and bonds and all types of investments are related to fluctuations in the business cycle and money market conditions. Prep. 44-41; 3 Class Hrs.; 3 Credit Hrs.

44-43 *Mathematics of Finance* — This course covers the basic mathematics essential to an understanding of financial computations, including the fundamental operations in algebra, simple equations, ratios and proportions, and logarithms, together with their application to problems in simple interest, discounts and partial payment. 3 Class Hrs.; 3 Credit Hrs.

44-44 *Mathematics of Finance* — A continuation of 44-43. This course will cover compound interest, annuities, amortization and sinking funds, bond valuation, depreciation and life insurance. Prep. 44-43; 3 Class Hrs.; 3 Credit Hrs.

44-51 *Trust Management* — This course deals with the creation of personal and corporate trusts, functions of the trust officer, legal rights and duties of the parties, problems of Lifeman and Remainderman, government supervision, and investment problems. Prep. 44-42; 3 Class Hrs.; 3 Credit Hrs.

44-52 *Security Markets* — This is a study of our security markets, how securities are bought and sold, the future market, the brokerage house, government regulation, and the problems of pricing. Prep. 44-42; 4 Class Hrs.; 4 Credit Hrs.

44-61 *Seminar in Finance and Insurance* — This senior course is intended to give students majoring in the field of finance and insurance an opportunity to pursue research work in the specific aspects of this field. Each student selects a topic in which he has a particular interest and where he feels the need of additional information. Oral reports, group discussion. Prep. 44-42; 3 Class Hrs.; 3 Credit Hrs.

44-62 *Seminar in Finance and Insurance* — This course gives the student the opportunity to continue the individual research and group discussions which began in 44-61. Prep. 44-61; 4 Class Hrs.; 4 Credit Hrs.

Business Management

45-21 *Principles of Business Management* — This course is intended to present the basic principles which are involved in the several areas of management activity. It is designed as a first approach for students into the policies and problems encountered in business. The study revolves about the initiation and operation of business from the viewpoint of financing the organization of personnel, the use of physical facilities and the operating features of a going concern as they pertain to the use of men, machines, and money. 3 Class Hrs.; 3 Credit Hrs.

45-22 *Principles of Business Management* — A continuation of 45-21 in which emphasis is placed upon personnel evaluation, rating, and methods of payment, the control of production and the relation of costing and sales procedures to the efficiency and management of the enterprise. Prep. 45-21; 3 Class Hrs.; 3 Credit Hrs.

45-33 *Management Problems (Personnel)* — This course will analyze the development of personnel policy and personnel administration as a tool of management. Timely, significant manpower problems in industry and case studies are used to develop subject matter in this field. Topics covered include the nature and scope of personnel administration, analyzing personnel problems, wages and work assignments. Prep. 45-22; 3 Class Hrs.; 3 Credit Hrs.

45-34 *Management Problems (Production)* — This course will analyze management problems in the area of production. Case studies are used as a basis for discussing problems of plant and equipment, materials and purchasing, control of production and cost control. Prep. 45-22; 3 Class Hrs.; 3 Credit Hrs.

45-45 *Transportation Practices* — This course is designed to bring out the important position of transportation in the economic development of the nation. One major aspect of the course is a broad, comparative evaluation of the various available transportation services as measured by the yardsticks of cost, time in transit, reliability and geographical coverage. Consideration is given to rail, motor, water, air, freight forwarder, express and parcel post movement of freight. Attention is given to the importance to industrial management of freight classification and freight rates.

The second major aspect of the course consists of the nature and characteristics of motor transportation as an industrial activity. Particular attention is given to specific problems of the New England economy and the extent of its dependence upon motor transportation service. Prep. 45-34; 4 Class Hrs.; 4 Credit Hrs.

45-46 *Traffic Management* — This course stresses the application of standard transportation practices as a means of more effective industrial management. Particular attention is given to the analysis and control of the direct cost of incoming and outgoing freight as a valid and substantial part of the total cost of production. Indirect costs resulting from freight claims and less effective methods of transportation are analyzed and clarified. Progressive distribution concepts including the use of commercial warehousing, pool car and pool truck shipments and other methods of consolidation are explained. A major portion of the course is devoted to the explanation of traffic management problems

arising in motor transportation and from the use of motor transportation, with specific stress on the solution of these problems as they affect New England industrial activity. Prep. 45-34; 4 Class Hrs.; 4 Credit Hrs.

45-50 *Production Control* — This course is designed to acquaint the student with the problems and procedures involved in planning for production and overseeing production once started. Specifically, this course covers the areas of organizing for production, setting up work areas and standards, storekeeping, scheduling, routing, and dispatching. Plant layout and material handling are considered as they apply to the control of production. Prep. 45-34; 4 Class Hrs.; 4 Credit Hrs.

45-52 *Management of Sales* — This seminar course, taken in the first term of the Senior year, is intended to give students majoring in Business Management an opportunity to examine the organization and the operation of the firm's sales department. Emphasis is placed upon management's interest in effective marketing and the co-ordination of sales with other operations and departments of the firm. Prep. 45-34; 2 Class Hrs.; 2 Credit Hrs.

45-61 *Seminar in Business Management* — The purpose of this course is to present to the senior student of Business Management an opportunity to investigate, analyze and report on various types of problems which confront contemporary management. The student is given the opportunity to demonstrate his capacity to apply basic principles of management in a wide variety of business situations. Course is limited to Business Management seniors. 3 Class Hrs.; 3 Credit Hrs.

Business Law

46-03 *Contracts and Agency* — This course is designed to give a fundamental knowledge of basic legal principles to the engineering student through the study of the origin and development of law; the elements of contract, the agency relationship and its operation; the law of workmen's liens and the origin and expansion of the law in workmen's compensation. 6 Class Hrs.; 3 Credit Hrs.

46-41 *Legal Aspects of Business I* — Through the use of text and case materials, the basic business law principles involved in contracts, sales, credit instruments and creditors' rights are examined. 4 Class Hrs.; 4 Credit Hrs.

46-42 *Legal Aspects of Business II* — This course is a continuation of the above, and it concerns itself with a study of the legal aspects of the various forms of business organization, including agency, partnership, and corporation, through which contracts are made. 4 Class Hrs., 4 Credit Hrs.

46-53 *Basic Federal Taxes* — A comprehensive study of the 1954 Internal Revenue Code and Treasury Regulations including the preparation of returns for individuals. Problems and cases are discussed involving taxable income — inclusions and exclusions, capital gains and losses, dividends, and expense deductions. 3 Class Hrs.; 3 Credit Hrs.

46-54 *Basic Federal Taxes* — This course is a continuation of 46-53. The sections of the Code pertaining to partnerships, corporations, and fiduciaries are

taken up including the preparation and filing of returns. Research problems are assigned to the students in order to acquaint them with the working tools of tax practice — the complete Federal Tax Library. Problems in policy planning for tax economies are presented. 3 Class Hrs.; 3 Credit Hrs.

46-55 Labor Law — This course studies the historical development of legal principles as applied to labor relations by the courts since 1800. Labor decisions under the Sherman Act are discussed as well as the modifications set forth by 20th century labor legislation. Prep. 20-26; 3 Class Hrs.; 3 Credit Hrs.

46-56 Law of Merchandising — A study of the legal problems which arise in connection with the marketing of merchandise including legal problems involved in advertising, price-fixing, anti-trust laws, and unfair sales. Prep. 46-42; 4 Class Hrs.; 4 Credit Hrs.

46-57 Law of Corporate Finance and Insurance — This course includes a study of the legal responsibilities of public accountants for audit certificates, legal incidents in corporate finance, including federal and state regulation of securities, and current problems, principles, and concepts of insurance law. Prep. 46-42; 4 Class Hrs.; 4 Credit Hrs.

Secretarial Studies

47-01 Typing I — This course provides basic training in typewriting with emphasis on a complete mastery of the keyboard and the development of speed and accuracy. 3 Class Hrs.; 5 Lab. Hrs.; 3 Credit Hrs.

47-02 Typing II — This course continues the work begun in 47-01 with a reconstruction of basic skills and further development of speed and accuracy. Instruction is given in centering, tabulation, and business letters. 3 Class Hrs.; 5 Lab. Hrs.; 3 Credit Hrs.

47-03 Typing III — Advanced problems in planning and arranging letters, reports, and tabulations are worked out. Attention is given to the preparation of theses and other college papers. 3 Class Hrs.; 5 Lab. Hrs.; 3 Credit Hrs.

47-04 Typing IV — The student's goal in this course is the attainment of a high degree of proficiency to enable him to enter office employment as a competent typist. The emphasis is on office standards of speed, accuracy, and arrangement. 3 Class Hrs.; 5 Lab. Hrs.; 1½ Credit Hrs.

47-11 Typing A — This course provides a thorough foundation in typewriting. Emphasis is placed on a mastery of the keyboard and development of speed and accuracy. Instruction is given in business letters, addressing envelopes, tabulation, and centering. 4 Class Hrs.; 6 Lab. Hrs.; 4 Credit Hrs.

47-12 Typing B — This course continues the work in 47-11 with a reconstruction of basic skills and further development of speed and accuracy. Advanced problems in planning and arranging business letters and tabulations are worked out. Instruction is given in the typing of manuscripts and business forms. Prep. 47-11; 4 Class Hrs.; 6 Lab. Hrs.; 4 Credit Hrs.

47-13 Beginning Shorthand — The aim of this course is mastery of the principles of Gregg Simplified Shorthand. 4 Class Hrs.; 4 Credit Hrs.

47-14 *Intermediate Shorthand* — This course provides a transition from the theory learned in 47-13 to the practical work of taking dictation. Speed is developed through a constant review of the principles and brief forms of Gregg Simplified Shorthand and by the acquisition of a working business vocabulary. 4 Class Hrs.; 4 Credit Hrs.

47-17, 47-18 *Secretarial Procedures* — The best current procedures and practices in secretarial work are studied so student may be prepared for employment in various businesses. 3 Class Hrs.; 3 Credit Hrs.

47-21 *Transcription I* — Development of shorthand speed is continued in this course until the student acquires a speed sufficient for ordinary office dictation. Transcription training is introduced with emphasis on the mailability of transcribed letters. Prep. 8 credits in typing and 8 credits in shorthand; 4 Class Hrs.; 4 Credit Hrs.

47-22 *Transcription II* — The transcription training begun in 47-21 is continued in this course with emphasis on the improvement of shorthand, typing, and English skills. The objective of the course is a marketable skill enabling the student to compete for stenographic employment. 4 Class Hrs.; 4 Credit Hrs.

Co-ordination

50-01 *Professional Development* — A course designed to orient the student's thinking along individual professional development lines, and to familiarize him with an intelligent technique of job getting.

The professional development portion includes four lectures by professional engineers to the combined senior class covering the Activities of ECPD and EJC, Engineering Licensure, the U.S. Patent System, and Ethics in Engineering Practice. At eleven class sessions the professional department chairmen discuss with their own senior students the various aspects of professionalism.

Concurrently, the technique of job getting is discussed. This includes a survey of the occupational field, a market survey of opportunities, and a study of accepted techniques for obtaining the desired position. 3 Class Hrs.; 1 Credit Hr.

50-10 *Placement Techniques* — An over-all discussion of job-getting techniques covering in order such items as a survey of the occupational field wherein the students' training can be profitably applied, a market survey of opportunities, a study of the accepted techniques related to job-getting efforts, such as qualification records, prospect files, letter writing, interviews, etc., planning and executing the job-getting campaign. 2 Class Hrs.; 1 Credit Hr.

Military Science and Tactics

61-01 *Military Science I* — An introductory course in military fundamentals required of all persons entering military service including organization of the Army and ROTC, care of the uniform and rifle, military courtesy, discipline, and drill.

61-02 *Military Science I* — A survey of American Military History with emphasis on those factors which have been influential in the development of the present organization of the Army and the Army's relationship to other governmental agencies.

61-03 *Military Science I* — Students are given additional training in the school of the soldier with arms. Familiarization with individual weapons is followed by marksmanship training and firing on the Northeastern University indoor rifle range.

61-10 *Military Science II* — Teaches drill and leadership techniques required of noncommissioned officers within the Cadet Regiment.

61-11 *Military Science II* — Students serve as Noncommissioned Officers obtaining training in small unit leadership and command in preparation for the advanced course. Also includes map and aerial photograph reading.

61-12 *Military Science II* — Familiarization with crew served infantry weapons. The techniques of employment of these weapons are examined. Also includes tactics and communications for small units.

61-20 *Military Science III* — An orientation to the advanced course and of the requirements of commissioned officers. They learn requirements, responsibilities, and moral and ethical standards expected of officers of the Armed Forces, military courtesy and discipline, and customs of the service. Principles, techniques, and characteristics of leadership are explored.

61-21 *Military Science III* — The new cadet officers are segregated into a special battalion and begin an intensive, personalized, "officer candidate" type of instruction under specially selected Army officers and noncommissioned and cadet officers from the senior class. They occupy successively all positions in the battalion learning by actual performance under close observation the principles of leadership and command. Also includes orientation in principles of telephony and communications problems in Infantry Divisions.

61-22 *Military Science III* — Familiarizes student with principles of military teaching to include practice teaching by students. Also includes problems encountered in the handling of messages.

61-30 *Military Science III* — Familiarizes the students with Signal Orders, the written directives of the commander for administration and co-ordination of communications.

61-31 *Military Science III* — Cadet officers are moved to a second segregated battalion and continue with their closely supervised, personalized, "officer candidate" type training under another group of specially selected cadet and Army officers and noncommissioned officers. Training becomes more personalized. Laggards and leaders are separated and handled differently. Mass commands continue but special attention is given to individual voice development in speech and command. Principles of command psychology are explained and developed and errors are analyzed. Duties and requirements for final year in cadet regiment are learned. Also includes an examination of the principles

of radio and introduction to Military Intelligence, including gathering, evaluation, and use.

61-32 *Military Science IV* — Familiarizes student with army radio systems and with the communications requirements of higher headquarters. Also includes resume of army photographic activities.

61-40 *Military Science IV* — Familiarizes student with principles of Military Law and the operations of Military Courts.

61-41 *Military Science IV* — In the senior year, cadets are promoted to positions of high leadership in the Cadet Regiment, as platoon, company, battalion, and regimental commanders or staff officers, in grades of First Lieutenant, Captain, Major, Lieutenant Colonel, and Colonel. They are responsible, under supervision of Army officers and noncommissioned officers, for complete training and operation of the Cadet Regiment. They put into practice the leadership and command techniques they have learned in earlier years and gain experience, which qualifies them for commissions in the United States Army. Also includes study of Military Administration and Army Telephone Systems.

61-42 *Military Science IV* — Gives student a working knowledge of army staff procedures and the army logistics system. Also includes orientation on military courtesy and customs of the service.

61-60 *Military Science III* — An orientation to the advanced course. They learn requirements, responsibilities, and moral and ethical standards expected of officers of the Armed Forces, military courtesy and discipline, and customs of the service. Principles, techniques, and characteristics of leadership are explored.

61-61 *Military Science III* — The new cadet officers are segregated into a special battalion and begin an intensive, personalized "officer candidate" type of instruction under specially selected Army officers and noncommissioned and cadet officers from the senior class. They occupy successively all positions in the battalion learning by actual performance under close observation the principles of leadership and command. Familiarizes student with principles of military teaching to include practice teaching by students. Also includes a study of field fortifications.

61-62 *Military Science III* — Familiarizes student with mine warfare, fixed and floating bridges, and engineer transportation services.

61-70 *Military Science III* — Gives student a theoretical knowledge of military explosives.

61-71 *Military Science III* — Cadet officers are moved into a second, segregated battalion and continue with their closely supervised, personalized, "officer candidate" type training under another group of specially selected cadet and Army officers and noncommissioned officers. Training becomes more personalized. Laggards and leaders are separated and handled differently. Mass commands continue, but special attention is given to individual voice development in speech and command. Principles of command psychology are explained and developed, and errors are analyzed. Duties and requirements for final year in

cadet regiment are learned. Also includes a study of construction materials and computations and of maintenance of engineer equipment.

61-72 *Military Science IV* — A study of military roads and airfields to include specifications and design criteria. Also includes an analysis of the army logistics system and familiarization with military administration.

61-80 *Military Science IV* — Gives student a working knowledge of the staff procedure of an engineer battalion.

61-81 *Military Science IV* — In the senior year, cadets are promoted to positions of high leadership in the Cadet Regiment, as platoon, company, battalion, and regimental commanders or staff officers, in grades of First Lieutenant, Captain, Major, Lieutenant Colonel, and Colonel. They are responsible, under supervision of Army officers and noncommissioned officers, for complete training and operation of the Cadet regiment. They put into practice the leadership and command techniques they have learned in earlier years and gain experience, which qualifies them for commissions in the United States Army. Also includes an examination of the engineer program for wartime buildings and utilities and a study of military law.

61-82 *Military Science IV* — Gives student a working knowledge of the operations performed by an engineer battalion. Also includes orientation on military courtesy and customs of the service.

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NOTES

NOTES

APPLICATION FOR ADMISSION

NORTHEASTERN UNIVERSITY

Department of Admissions

360 HUNTINGTON AVENUE, BOSTON 15, MASS.

OFFICE HOURS, DEPARTMENT OF ADMISSIONS, 9.00 A.M. TO 5 P.M. DAILY
AND 9.00 A.M. TO 12.00 NOON ON SATURDAY.

(A nonreturnable fee of ten dollars must accompany this application.
Make checks, money orders, or drafts payable to Northeastern University)

I ^{Mr.}
^{Miss}.....
Print First Middle Last Name

hereby apply for admission to the College of.....

beginning.....Course of study.....

Address.....

Veteran?.....United States Citizen?.....
Yes or No Yes or No

Date of BirthAge.....Tel.....

Graduate of.....High School, Year.....

Location of High School.....

Name of Principal.....

List other high schools, technical schools, or business schools you have attended.

Name	Address	Dates of Attendance
.....
.....
.....
.....
.....

List any full-time or part-time employment you have had, indicating dates of employment.

.....
.....
.....

(OVER)

Father's, mother's, or guardian's name and address.....

Have you any Physical infirmities, Defects of speech, Defects of hearing, Bodily infirmities. Explain, if any.....

Have you attended college elsewhere?..... *Yes or No*

Yes or No

If so, give name and address of college or university.....

Do you expect advanced credit for past collegiate work?

Whether or not credit is asked for, the applicant must request the college or university which he has attended to send official transcripts of his records direct to the Director of Admissions, Northeastern University.

Signature of Parent or Guardian

(Required for applicant under 21)

This section must be filled in by Veterans expecting to receive VA benefits. Each Veteran must list all High or Preparatory Schools, all Technical or Trade Schools, all Colleges, and all Service Schools which he has attended, together with the course of study, dates of attendance, and the Degrees, Diplomas, Certificates, or credit received in each.

I hereby certify that the above information is correct.

Date of Discharge

Signature of Veteran

NORTHEASTERN UNIVERSITY

(COEDUCATIONAL)

Programs of instruction leading to appropriate degrees are offered by the Schools and Colleges of the University in the following areas of study:

LIBERAL ARTS

The COLLEGE OF LIBERAL ARTS offers a broad program of courses in the sciences, mathematics, modern languages, humanities, and social studies serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for specialization. Degrees: Bachelor of Arts; Bachelor of Science.

The EVENING DIVISION of the College offers courses in the fields of arts and social sciences during evening and Saturday morning hours. Degrees: Bachelor of Arts; Associate in Arts.

EDUCATION

The COLLEGE OF EDUCATION offers day curricula combining broad general education and professional study for the preparation of elementary and secondary school teachers. Degree: Bachelor of Science in Education.

The GRADUATE DIVISION of the College offers, during late afternoon, evening, and Saturday morning hours, advanced courses leading to the degree of Master of Education.

BUSINESS

The COLLEGE OF BUSINESS ADMINISTRATION offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration

The SCHOOL OF BUSINESS, organized specifically to meet through evening classes the needs of employed persons, offers curricula in Accounting, Business Management, Engineering and Management, Industrial Management, Insurance, Marketing, Law and Business, Personnel and Industrial Relations, Real Estate, Retailing, Public Administration, Transportation and Traffic Management. Degrees: Bachelor of Business Administration; Associate in Business Administration.

The GRADUATE DIVISION of the School provides an evening program of advanced study leading to the degree of Master of Business Administration.

ENGINEERING

The COLLEGE OF ENGINEERING offers professional curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Degree: Bachelor of Science in Engineering with specification as to field.

The GRADUATE DIVISION of the College offers, during evening hours, advanced courses in certain fields of Civil, Mechanical, and Electrical Engineering, Chemistry, and Mathematics-Physics, leading to the degree of Master of Science. In addition, Day graduate programs are available in the Departments of Electrical Engineering and of Physics leading to the Master's Degree.

The LINCOLN INSTITUTE offers four-year evening programs in the technology of various fields of engineering and in chemistry. The curricula comprise courses of college grade which are integrated into programs covering the several specialized fields. Degrees: Associate in Engineering; Associate in Chemistry.

The Cooperative Plan

The Colleges of Liberal Arts, Education, Business Administration, and Engineering offer day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses.

For further information regarding any of the above schools, address

Director of Admissions

NORTHEASTERN UNIVERSITY

BOSTON, MASSACHUSETTS

Copley 7-6600

360 HUNTINGTON AVENUE



NORTHEASTERN UNIVERSITY



BULLETIN
1957-1958

School of Business

1907

50 YEARS OF
COMMUNITY SERVICE

1957

EVENING SESSIONS

OFFICE HOURS

JUNE 24, 1957 — AUGUST 17, 1957

Monday through Thursday 8:45 A.M.—9:00 P.M.
Friday 8:45 A.M.—5:00 P.M.

AUGUST 19, 1957 — JUNE 21, 1958

Monday through Friday 8:45 A.M.—9:00 P.M.
Saturday 8:45 A.M.—12:00 NOON

The office is closed on all legal holidays.

Interviews

Prospective students, or those desiring advice or guidance regarding any part of the school work or curricula, are encouraged to arrange for personal interviews with the Director of Graduate Study or other officers of instruction.

Gifts and Bequests

Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

The legal name of the University is "Northeastern University." However, in the making of gifts and bequests to Northeastern the following wording is suggested: "Northeastern University, an educational institution incorporated under the laws of Massachusetts and located in Boston, Massachusetts."

Address Communications to

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Calendar

1957

Summer session classes begin	May	27
Commencement	June	16
Legal Holiday — No class sessions	July	4
Summer Session classes end	August	29
Fall semester classes begin	September	16
Legal Holiday — No class sessions	October	12
Week for first term tests	October	21-26
Legal Holiday — No class sessions	November	11
Legal Holiday — No class sessions	November	28
Week for second term tests	December	2-7
Final class session before Christmas recess	December	21

1958

First class session after Christmas recess	January	2
Final examinations, fall semester	January	20-25
Spring semester classes begin	January	27
Legal Holiday — no class sessions	February	22
Week of first term tests	March	3-8
Legal Holiday — No class sessions	April	19
Week of second term tests	April	14-19
Final examinations — spring semester	May	19-24
Summer session classes begin	May	26
Legal Holiday — No class sessions	May	30
Commencement	June	15
Summer session classes end	August	28

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Northeastern University

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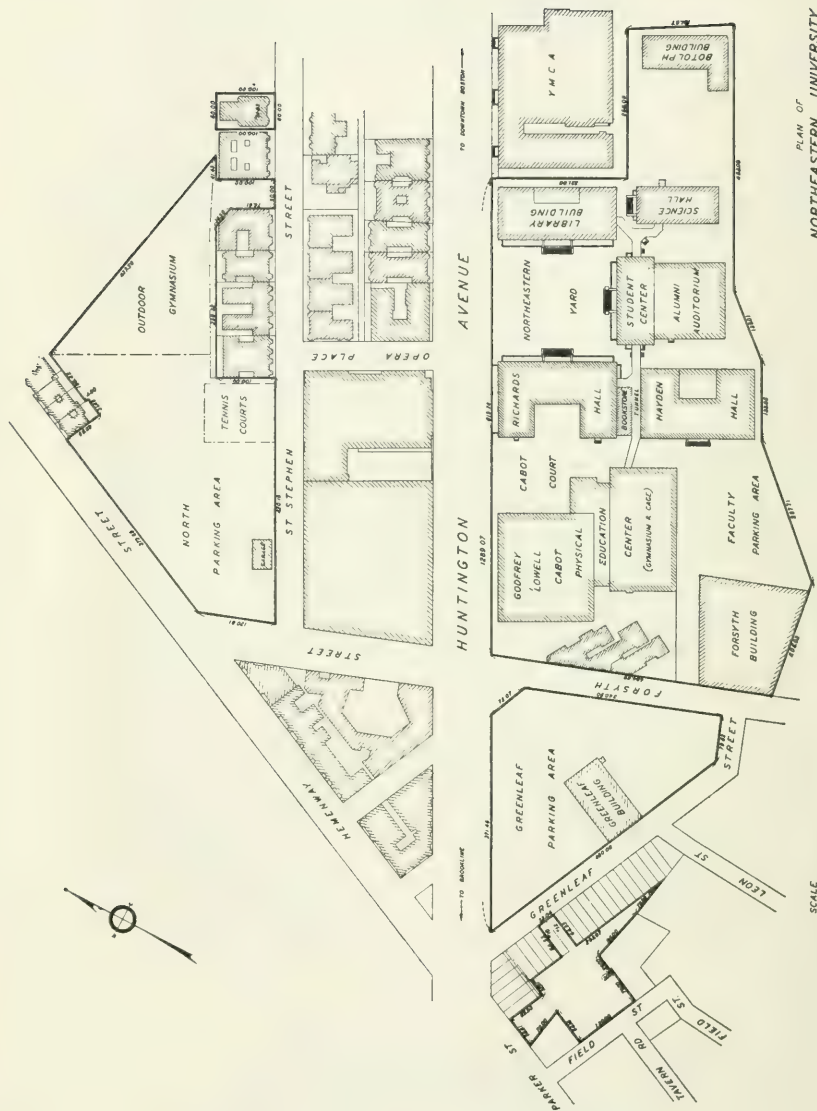
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PLAN OF
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BOSTON, MASSACHUSETTS
OCTOBER 1938

School of Business

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- EDMOND S. ADAMS, A.B., Clark University; M.B.A., Boston University
Principles of Marketing
Sales Representative, Youngs Rubber Corporation
- ROBERT B. ALDRICH, B.S., Boston University
Consumer Packaging, Industrial Packaging
Packaging Engineer, General Electric, Telechron
- JOSEPH ALEXANDER, B.S., University of Oklahoma; M.A., Columbia University
Business Economics
Babson Institute
- LEONARD D. ALLEN, Bentley School of Accounting and Finance
Budget Procedures, Controllershship
Manager, Office Systems and Services Department, Eastern Gas and Fuel Associates
- RAYMOND P. ALLEN, B.B.A., Northeastern University
Casualty Insurance
Chief Special Auditor, Liberty Mutual Insurance Company
- MARTIN R. ALTMANN, B.B.A., Boston University; C.P.A.
Managerial Accounting
Price Waterhouse Company
- FREDERICK M. ANDERSON, B.A., Wesleyan University; M.A., Cornell University
Man in Contemporary Society
Simmons College
- HERBERT G. ANDERTON, JR., Massachusetts Institute of Technology
Fidelity, Suretyship, and Crime Insurance
Research Underwriter, Liberty Mutual Insurance Company
- BENJAMIN ARAC, B.S., LL.B., M.B.A., New York University
Tax Planning
Partner, Widett and Kruger
Former Associate Tax Editor, Federal Tax Department, Research Institute of America
- S. LEONARD ARNOLD, A.B., M.A., Clark University
Business Planning and Research
Director of Research, National Association of Cotton Manufacturers; Northern Textile Association
- EDWARD G. ARSNOW, B.S., Worcester Polytechnic Institute; M.B.A., Northeastern University
Industrial Lighting
Factory Engineer, Western Electric Company
- NORMAN F. BARBEAU, Bentley School of Accounting and Finance
Principles of Production Planning, Production Control
Supervisor of Inventory Control Systems, General Electric Company
- WILLIAM W. BATTILANA, Curtiss Aviation Service
Purchasing
Vice President-Purchasing and Stores, East Coast Aviation Corporation
- JOSEPH JOHNSON BEVINS
Introductory Accounting, Intermediate Accounting
Instructor, Boston Clerical School
- EUGENE JOSEPH BLACKMAN, B.S., M.A., Boston University
Business English
Northeastern University
- GEORGE D. BLACKWOOD, A.B., A.M., Ph.D., University of Chicago
Constitutional History, American Foreign Policy
Boston University
- RAYMOND EARL BLOIS, B.S., Boston University; M.A., Harvard University, Ph.D., Boston University
Business English
Northeastern University

- ALLYNN W. BOWEN, Franklin and Marshall College
Principles of Production Planning
 Coordinator of Profit Improvement, Lighting Division, Sylvania Electric Products Inc.
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City and Regional Planning
 Partner, Planning and Renewal Association
- THOMAS R. BRIGANTE, A.B., University of Buffalo; M.A., Ph.D., Boston University
Career Planning
 Staff Counseling Psychologist, Brockton Veterans Hospital
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Business Economics
 Contract Specialist, U. S. Corps of Engineers
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Managerial Accounting
 Senior Accountant, Eastern Gas & Fuel Associates
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Scientific Management Office Practice
 Specialist — Methods and Time Standards, General Electric Company
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Basic Federal Taxes
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- DAVID L. BURKE, Bentley School of Accounting
Massachusetts State Taxes
 Assistant Director, Department of Corporations and Taxation, Commonwealth of Massachusetts
- STEPHEN F. BURKE
Real Estate Appraisal
 Real Estate Appraiser, Director Union Federal Savings and Loan Association
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Director of Education, Liberty Mutual Insurance Company
- PAUL E. TIERNEY, Bentley School of Accounting and Finance; C.P.A.
Internal Auditing
Second Vice-President and Auditor, John Hancock Mutual Life Insurance Company
- ROY M. TOLLEFSON, B.A., B.S., University of Minnesota; A.M., Columbia University;
University of Chicago
Soviet Union, International Relations
Simmons College
- BERNARD A. TORRI, B.B.A., Northeastern University
Office Organization and Administration
Coordinator, Boston Insurance Company and Old Colony Insurance Company
- FRANCIS S. TOWLE, B.B.A., M.B.A., Northeastern University
Consumer Credit
Credit Manager, Alden's Inc.
- FRANK TURGEON, B.S., Georgetown University; M.B.A., New York University
Finance — Investments
Security Analyst, Keystone Custodian Funds, Inc.
- RICHARD VALLON, D.S.C., Middlesex University
Management of Personal Finances
Sales Representative, Hooper-Kimball, Inc.
- WILLIAM VANLENNER, A.B., Ph.D., Harvard University
Business English
Northeastern University
- MARK WAINER, LL.B., LL.M., Boston University
Business Laws; Corporations, Partnerships and Agency; Management of Small Business
Attorney at Law

- FRANCIS G. WALETT, B.S., M.A., Ph.D., Boston University
Constitutional History
Command Historian, Quartermaster Research and Development Center
- THOMAS M. WALKER, A.B., Brown University
Human Relations
Branch Manager, Hardware Mutual Casualty Company
- HENRY WALTER, M.P.A., Harvard University
Money and Banking
Investment Counselor, John P. Chase, Inc.
- FRANK J. WEINER, B.S., Boston University
Motor Carrier Traffic Management
General Traffic Manager, Cargo Transportation, Inc.
- ROBERT GEORGE WERTHEIMER, A.B., Rainer Real Gymnasium; M.B.A., Old Academy, Vienna;
Ph.D., Vienna University; M.A., Ph.D., Harvard University
Economic Geography, International Economics
Babson Institute
- ORVILLE F. WESTOVER, B.B.A., M.B.A., Northeastern University
Office Systems and Procedures
Office Manager, Carter Ink Company
- HERBERT H. WHITCOMB, B.S., Massachusetts Institute of Technology
Managerial Control — Distribution
Business and Industrial Consultant
- KENNETH P. WHITE, B.S., Northeastern University; Ed.M., Boston University
Business Economics
Newton Junior College
- ALBERT J. WILDE, B.S., Columbia University
Material Handling — Problem Analysis
Manufacturing Engineer, Western Electric Company
- EDWARD R. WILLETT, B.S., Northeastern University; M.A., Ph.D., Harvard University
Business Statistics
Northeastern University
- WILLIAM M. WILLITS, B.B.A., Northeastern University
Materials Handling
Factory Planning Engineer, Western Electric Company, Inc., Lawrence, Mass.
- LESLIE E. WOODS, University of Strasbourg
M.C. Industrial Relations
Director of Personnel and Industrial Relations, Raytheon Manufacturing Company
- ELMER S. WRIGHT, B.B.A., M.B.A., Boston University
Investments
Investment Analyst, Spear & Staff
- JOHN WILLIAM ZORN, B.L.I., Emerson College; Ed.M., Boston University
Public Speaking, Business Conferences
Head of English Department, Weston High School

Northeastern University

General Statement

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) An Executive Committee which has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Committee on Development which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University from its beginning has had as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

The Northeastern Plan of Education is especially designed for students who must earn while they learn. Basically, this plan consists of two types of education:

- (1) The Day Colleges are conducted upon the co-operative basis whereby upper-class students alternate regular periods of instruction at the University with similar periods under supervised employment upon a job with pay in business or industry. Approximately six hundred business and industrial concerns co-operate with Northeastern University in making this program effective.
- (2) The Evening Division offers curricula for students who hold regular jobs in the day and attend classes in the evening hours.

The following is a brief outline of the principal types of educational opportunities offered:

In the Field of Liberal Arts —

The College of Liberal Arts offers majors in the usual fields of the arts and sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. With the exception of pre-professional programs, all day curricula are five years in length and operated on the Co-operative Plan.

The Evening Division of the College offers courses in the fields of arts and social sciences leading to the Associate in Arts and Bachelor of Arts degrees.

In the Field of Business —

The College of Business Administration offers five-year co-operative curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management leading to the degree of Bachelor of Science in Business Administration.

The School of Business — operated during evening hours — offers undergraduate curricula leading to the degree of Bachelor of Business Administration in Accounting, Business Management, Credit and Financial Management, Industrial Management, Insurance, Law and Business, Marketing, Office Management, Personnel and Industrial Relations, Production Management, Real Estate, Retailing, Traffic and Transportation, and Engineering and Management. Students desiring shorter programs concentrated in specific areas may enroll in one of the Institute programs provided in each of the areas mentioned above. The Institute for Business and Professional Secretaries is also offered as a special program for women.

The Graduate Division of the School of Business provides an evening program of graduate study leading to the degree of Master of Business Administration.

In the Field of Engineering —

The College of Engineering, one of the largest in the United States, offers five-year co-operative curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering leading to the degree of Bachelor of Science with specification according to the department in which the student qualifies.

The College of Engineering also offers during evening hours graduate programs of instruction leading to the degree of Master of Science in certain fields of Civil, Mechanical, and Electrical Engineering. These evening curricula are designed to be of service to young engineering graduates who are employed in the Greater Boston area.

The Lincoln Institute offers during evening hours college level programs leading to the degree of Associate in Engineering in Chemistry, Civil and Structural, Mechanical, Electrical, Electronic, and Industrial Engineering.

In the Field of Education —

The College of Education offers day curricula combining broad general education and professional study for the preparation of elementary and secondary school teachers. Degree: Bachelor of Science in Education.

The Graduate Division of the College offers, during late afternoon and Saturday morning hours, advanced courses leading to the degree of Master of Education.

Location of University Buildings

Northeastern University is located in Boston, a city which is rich in educational and cultural opportunities. The School of Business is in the University center on Huntington Avenue just beyond Massachusetts Avenue at the entrance to the Huntington Avenue Subway. The School is easily reached from the various railroad stations and from all points of the Metropolitan Transit Authority. Parking space is available for student parking.

School of Business

The Background of an Institution

FIFTY YEARS ago, in March of 1907, the first undergraduate evening school of business in New England was organized. This was the beginning of Northeastern University School of Business, a pioneer endeavor to bridge an existing gap in business and professional education. Four years later, the School was authorized by the Massachusetts Legislature to grant university degrees to its graduates.

Administrative Policy

The School of Business was founded to serve the needs of employed persons who recognize the value of collegiate study as preparation for positions of management responsibility. The objective of undergraduate education is to provide the student with a basic store of knowledge for competent practice in a chosen profession. In addition to professional competence, however, our complex society is demanding of its business managers an understanding of interrelationships and interdependencies. It requires that a social consciousness underlie all policy decisions.

The programs of instruction are designed from a realistic appreciation of the varied needs of those attending evening college. The Northeastern University evening students are mature adults, in most cases well-oriented vocationally. The School of Business has always accepted the responsibility to meet their specific needs by providing courses of instruction attuned to the best accepted professional practices. Integrated into each student's program are courses of study in the humanities and social sciences which introduce him to those fundamental precepts developed through the history of mankind upon which successful lives are built.

Staff of Instruction

The teaching staff of the School is recruited from business and professional leaders of New England business. The instructors are college-trained men who have proved their ability in their various fields of specialization. They are selected on the basis of their ability to convey knowledge to others in an interesting, inspiring, and effective manner and are chosen for the breadth of their training and experience.

The Student Body

The character of a student body determines the standards which a school can maintain. Nothing is more essential to the success of an educational institution than a careful selection of incoming students. This principle applies just as readily to an evening school as to a day school. Standards are invariably adjusted to the average intelligence of the students. Northeastern University School of Business maintains standards of admission which result in a student body capable of pursuing work of standard college grade during evening hours.

In 1956-1957 the student body consisted of 5402 men and women of widely varied ages and occupations. The youngest student was 19 years of age and the oldest 54 years. The average age was 30 years.

About two-thirds of the students are married men who have realized that if they are to increase their earning power they must prepare themselves for advancement. The training offered by the School has enabled the students to improve their earning capacities and enlarge their responsibilities. This is conclusively proved by a study which showed that students in the School substantially increased their incomes in the six-year period between entering the School and graduation.

Placement Service

For Students

Many requests from employers are received by the School, during normal times, for young men and women of potential ability to fill important clerical and junior executive positions. It is the policy of the School to serve the students whenever possible by placing them in those positions which promise attractive opportunities for development and advancement. The School, however, cannot guarantee to place its students, but it does endeavor to keep in close touch with those who desire placement service and to assist them in obtaining satisfactory advancements in positions and income. No charge is made for placement service. Those needing this assistance should arrange an appointment with the Director of Placement and Guidance.

For Graduates

While the School cannot guarantee positions to its graduates, the number of requests for men usually exceeds the number available in the graduating class of any given year. The policy of the School is to find the best equipped and qualified men and women among its graduates for the positions which the School is called upon to fill.

The School in recommending a graduate for a position furnishes the prospective employer with the facts as to the graduate's ability, character, attitudes, habits, and other qualifications for the position as revealed by the School records. In the last analysis, however, placement in a position depends quite largely upon the graduate's ability to sell his services to the prospective employer. Most employers prefer to consider two or more candidates for a position and generally request the School to suggest more than one person. Many manufacturing and commercial firms throughout New England call upon this School to assist them in filling important executive and managerial positions.

No charge is made for placement service.

School of Business

Administrative Policies

Requirements for Admission

All applicants whose credentials are approved by the Committee on Education, and who are admitted for degree or other programs, are classified as regular or conditioned students.

Regular Students

Applicants for admission as regular students must present evidence of the completion of an approved secondary school course, or the equivalent 15 units.*

Conditioned Students

Applicants who do not meet the requirements for admission as regular students may be admitted as conditioned students provided they present satisfactory evidence of ability to profit by the work of the School.

Conditioned students may remove their admission conditions and be re-classified as regular students by using *a*, *b*, *c*, or a combination of *a* and *b*.

- a.* By applying courses which they have completed in the School of Business or in another approved college or university at the rate of one unit for each two and one-half semester hours. A course cannot be credited both for the removal of admission conditions and for the degree.
- b.* By applying units for work completed in an approved secondary school, or for work certified by an accredited certifying agency.
- c.* By action of the Committee on Education based upon all factors affecting the achievement and ability of the student in the School, when the student shall have completed the first thirty semester hours of work in his program; provided this work shall have been completed in not less than three years of attendance and with an average grade of not less than 70%. All conditioned students are required to take prescribed aptitude tests during the first year of attendance. These tests, for which no specific preparation can be made, are designed to test intellectual capacity and general fitness for college work rather than preparation in the specific subject matter of a secondary school program.

*A unit represents a year's work in any subject in any approved secondary school constituting approximately a quarter of a full year's work, or the equivalent. A four-year day high school course is regarded as representing at least 15 units of work, or 3 units in junior high school and 12 units in a three-year senior high school.

Registration

Before attending classes, students must report to the School Office for registration. Registrations will be accepted beginning May 1st for the following School year. Applicants are requested to register during the summer months to lessen the congestion during the opening week. No student will be allowed to register for any course after the second session without special permission from the Dean.

A schedule of classes may be obtained by applying at the School Office.

Advanced Standing

Advanced standing credit in the School may be obtained in one or both of two ways as follows:

By Transfer of Credit. Subject to the approval of the Committee on Education, credit may be given for work completed in other approved schools, colleges and universities. An applicant desiring credit by transfer should indicate his desire at the time of filing his application for admission. The applicant should instruct the Registrar of the institution of previous attendance to mail an official transcript direct to the School of Business indicating honorable dismissal, courses completed, credits and grades. A copy of the catalog of the institution from which the transfer is sought should accompany the application for admission.

By Examination. 1. For credit: No advanced standing credit is awarded except for work previously completed in courses comparable to those offered in the School of Business. Credit may be disallowed for work previously completed due to the remoteness of the time of study. These applicants, however, will be granted the privilege of taking an examination for credit.

2. For placement: Applicants having completed three years of book-keeping in high school may petition the privilege of taking an examination for placement. Satisfactory achievement will entitle them to register for Intermediate Accounting without, however, any advanced standing credit. Applicants who, as a result of previous training and experience, may be considered to possess sufficient knowledge of a subject will be allowed the privilege of taking a special examination in particular courses. No credit will be allowed but they will be granted the privilege of substituting another course.

The grade of 75% must be obtained in examinations for placement or for credit.

Residence Requirement

Every candidate for the B.B.A. or Associate Degree must fulfill the residence requirement. The residence requirement is defined as the taking and satisfactory completion in the School of Business immediately preceding graduation of 30 consecutive semester hours of work in course; with the further provision that at least 10 of the 30 semester hours must be in the candidate's major field.

In the case of students who for causes beyond their control move outside of the reasonable commuting area of the School, and who have completed 100 or more semester hours of credit in course, the Committee on Education will entertain a petition to allow them the privilege of completing their degree requirements at some other approved school. Under no circumstances will a degree be awarded to any student who has completed less than 30 semester hours of credit in courses in the School of Business.

Students attending certificate programs must complete in residence the full semester hour requirements of the programs in required courses or substitutions approved by the Dean.

Degree Requirements

- I. The full Baccalaureate Degree program provides the broad scope of knowledge and understanding necessary for meeting the management responsibilities in modern business and industry. The Degree of Bachelor of Business Administration (B.B.A.) is awarded upon completion of 124 semester hours of credit in course according to the following credit distribution:

	<i>Semester Hours</i>
a. Core Courses	60
b. Liberal Arts	24
c. Professional Courses	40
	<hr/>
Total requirements for the degree	124

See each major for specific requirements.

- II. The Associate Degree in Management (without specification) is awarded upon completion of a minimum of 60 semester hours of credit in courses subject to the approval of the Dean. In general they will comprise the core courses required in each curriculum.

Graduation with Honors

Honors are based upon the excellence of the work performed by the students in the School. Three honorary distinctions are conferred upon properly qualified candidates for the bachelor's degree upon graduation:

Highest honors to those who have completed all work with an average of 95%.

High honors to those who have completed all work with an average of 90%.

Honors to those who have completed all work with an average of 85%.

These honors are subject to further conditions as follows:

To be entitled to honors a student must have completed a minimum of two full years of study in the School.

Courses credited by advanced standing whether by transfer or by examination will be eliminated in determining honors.

School of Business

General Information

Class Sessions

Classes are held each evening, Monday through Friday, and on Saturday morning. *The normal schedule for students pursuing a degree, title, or certificate program is three courses a week. Students may arrange their schedules so as to attend classes one, two, or three sessions a week depending upon the number of subjects taken.* Students interested in the schedule of classes should apply to the school office.

Attendance

The limited amount of time devoted to each subject and the rapid rate of progress in covering the essential content of a course make it highly desirable that students be present at every session. Because of the importance of regular attendance and its bearing upon the quality of scholarship, the policies governing attendance are:

Students must attend 70% of the lecture sessions to be eligible to take the final examination.

Attendance credit is granted only when the student is in attendance at least three-quarters of the class period. Three separate absences of less than 30 minutes each constitute one complete absence unless such partial absences are canceled by satisfactory excuses.

Outside Preparation

It is expected that students will devote on the average two hours to preparation for each hour spent in the classroom. A student carrying a normal program of three courses a week will, therefore, be expected to devote to outside preparation an average of eleven to twelve hours a week. Some courses require more time for preparation than others.

Notify the Office Immediately

Of change of address.

Of withdrawal from any course — otherwise the fee for that course will be charged.

Of withdrawal from the School, giving date of the last session attended.

Term Tests

Two one-hour tests are regularly scheduled in each semester, usually on the sixth and twelfth sessions. These tests are regarded as part of the term or course work. A student who, for justifiable reasons, fails to take a term test may be allowed one make-up privilege upon petition for the same within one week of the date of the original test. The registrar will assign the time and place. A fee of \$3.00 is charged for each make-up test, payable at the time of filing the petition.

Final Examinations

The general policies governing final examinations are:

A final examination will be held at the end of each course unless an announcement to the contrary is made.

The minimum passing grade in a regular final examination is D.

A passing grade in the final examination is a requisite to passing the course.

Students who, for justifiable reasons, are unable to take a final examination will receive a grade of "incomplete" and may be allowed the privilege of a make-up examination. This examination will be considered as the original examination for grading purposes.

A fee of \$5.00 is payable at time of filing petition for make-up examination.

The student who has received a passing mark in a final examination and in a course may not take another examination for the purpose of raising his grade unless he repeats the course in its entirety.

Condition Examinations

The following policies govern re-examinations:

Permission for taking a make-up examination is dependent upon the quality of the work which the student has done throughout the course and is a privilege which the Committee on Education may grant to students who have received an E grade or an incomplete (Inc.).

The condition or make-up examinations are given on specified dates. Students will be notified by the School Office of the specific dates of each examination.

Only one make-up examination in any given subject is allowed for the purpose of removing a conditional failure.

A make-up examination for purposes of removing a condition or an incomplete grade must be taken within the next School year. In such cases students may take either the examination at the condition examination period or the final examination when next given if within a period of one year. A fee of \$5 is charged for each School of Business examination taken out of course.

A minimum grade of 65% is required on each make-up examination unless a higher minimum is specified.

Whatever grade the student obtains on the make-up examination is credited as the final examination grade, but in no case can the final grade in the course be more than 70% except in the case of students who take the exam as an original to clear an "incomplete."

Marks and Credits

The following system of grading is in use:

Superior Work, A; Above Average Work, B; Average Work, C; Lowest Passing Grade, D; Unsatisfactory Work, E; Failure, F; Incomplete, Inc.

Students receiving an E, or unsatisfactory work grade, in an examination or as a final grade in the course, may remove the unsatisfactory grade by taking a make-up examination when it is next given, or at the time of the conditional examinations in September. The minimum passing grade of 65% is required on the make-up examination, unless a higher minimum is designated. In no case will a student taking a make-up examination be allowed more than a C for a final grade even though a higher grade may be obtained.

Students receiving an F grade in a course must repeat the course in its entirety including term work, examinations, and attendance.

The policy is followed of mailing all grade and status reports to students instead of issuing these reports at the School Office or over the telephone.

A passing grade in a final examination as well as a passing final grade in the course is necessary in order to receive credit in the course.

Credit for one-half of a full-year course is not generally given, and in any event only upon approval by the Dean in advance of beginning the course.

In order to qualify for a degree, title or a certificate, the student must maintain a general average of C for the entire program. This is not interpreted to mean that each course must be passed with a grade of C, but that the average of all courses must be at least C. Grades of courses credited by transfer or by examination are not included in computing averages.

Probation and Discipline

The Committee on Education, in dealing with students whose work in the School may be unsatisfactory, or whose conduct is such as to make it inadvisable for them to continue as members of the student body, considers each case upon its individual merits. The following general principles are kept in mind in handling such cases:

Students whose scholarship in any given year is unsatisfactory may be dropped from the School or may be placed on probation with the privilege of spending a year in review.

When a student is placed on probation, the probation is formally imposed for a definite time and can only be extended by approval of the Committee on Education.

The Administrative Committee has the authority to dismiss from the School or place on probation at any time or to strike off from the list of candidates for the degree any student whom it may deem unworthy either on account of unsatisfactory scholarship or for any great defect of conduct or character. The Committee may ask any student to withdraw from the School who is obviously out of sympathy with the aims and ideals of the School.

Classrooms and Libraries

The classrooms are furnished with modern equipment and are thoroughly adapted to evening school work. Improvements in classroom facilities are constantly being made to meet the needs of the student body.

In connection with the General Library of the University in Boston a special section is devoted to books on business subjects. In addition, the leading trade and business magazines are available for student use. Additions are constantly being made to the business section of the Library in recognition of the new demands for business education and research. The reading rooms of the Library are open Monday through Friday from 8:45 A.M. to 7:30 P.M. They close at 12:00 NOON on Saturdays and are not open Sundays and holidays.

All members of the School are entitled to the privilege of using the Boston Public Library including the Business Branch at 20 City Hall Avenue.

Textbooks and Supplies

The Northeastern University Bookstore is a department of the University and is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the University may be purchased at the Bookstore situated in the basement of Richards Hall. In addition, the Bookstore also carries a large number of general supplies.

Student Council

The social and extracurricular life of the School is in charge of the Student Council consisting of representatives from each class or school group. In addition to arranging for occasional social affairs, special lectures, and meetings, the Council represents the interests of the student body. The faculty and the officials advise with the Council in regard to School policies.

Honor Fraternity

Sigma Epsilon Rho is the honor fraternity in the School of Business. Its purposes are:

To promote acquaintance and good fellowship among those men who have attained highest scholastic standing in the School.

To stimulate the student body to higher scholastic accomplishment through the bearing, influence, and work of these selected men.

To develop methods of mutual improvement and advancement among the members of this fraternity.

To support high moral, professional and scholastic ideals.

Only honor graduates or seniors with honor standing at the end of the junior year are eligible for admission to the fraternity. Admission is by invitation after nomination by the school faculty.

An outstanding business book is awarded each year by Sigma Epsilon Rho Fraternity to the highest ranking student at the conclusion of the junior year. Students will receive the award only in the event that they enroll for the subsequent year.

School of Business

Tuition, Fees and Scholarships

Tuition and fees are not transferable and are refundable only as stated under "Refund of Tuition."

Checks and drafts for all charges are to be drawn to the order of North-eastern University.

There are no auditors or auditor's rates in the School of Business.

Matriculation Fee

The University matriculation fee of \$5 must accompany the initial application for admission to the University. This fee is non-refundable.

Tuition

Tuition for all credit courses is charged at the rate of sixteen dollars (\$16.00) per semester hour of credit. Charges for registration and tuition for special courses are at the rate and on the basis of payment specified for each course.

Tuition for degree or certificate candidates for all credit courses is charged on the semester basis payable at the beginning of each semester. As a convenience, however, the tuition each semester may be payable in two (2) installments; the second installment is payable on November 15 and March 15 in the first and second semesters respectively.

Tuition for an unclassified student registered in a special course is charged for the entire course and is payable in a single payment at the beginning of the course unless otherwise arranged.

Occasionally situations develop — usually beyond the control of the student — which make it difficult to meet the payments in the manner outlined above. Under such circumstances the student is advised to discuss his problem personally with the Student Accounts Office where one of the budget plans or a deferred payment agreement may be worked out. Such arrangements should be made before the end of the first week of the semester or within one week of the date of registration if the student enters late. Failure to take immediate action will result in a late payment fee.

Tuition Budget Payment Plans

Schedule of Tuition Payments Calculated on a Semester Basis

		PLAN A	PLAN B	PLAN C
		<i>Three-Course Load</i>	<i>Two-Course Load</i>	<i>One-Course Load</i>
Payment Dates		Payments	Payments	Payments
First Semester	Sept. 15	*\$32.00	*\$22.00	
	Oct. 15	22.50	15.00	Regular
	Nov. 15	22.50	15.00	Quarterly
	Dec. 15	22.50	15.00	Payment
	Jan. 15	22.50	15.00	Plan
Second Semester	Feb. 1	*32.00	*22.00	
	Feb. 20	22.50	15.00	Regular
	Mar. 15	22.50	15.00	Quarterly
	April 10	22.50	15.00	Payment
	May 1	22.50	15.00	Plan

*Includes a non-refundable service charge of \$2.00.

Tuition Underwritten by Employers

An increasing number of companies are underwriting in part or whole the cost of tuition of students in their employ. In such cases the student must furnish at the time of registration, or immediately thereafter, a purchase order covering his registration or a statement from an officer of his company certifying that the company is underwriting the tuition.

Late Payment Fee

Bills for tuition and fees are payable on or before Saturday of the week of issuance. A Late Payment Fee of \$2 is charged for all students failing to comply unless special payment arrangements are approved by the Student Accounts Office.

Courses in Other Departments of the University

School of Business students assigned to courses in other departments of the University are charged the tuition rates and other fees effective in the departments to which they are assigned.

General Fees

A fee of \$3 is charged for each make-up test, \$5 for each conditional final examination or advanced standing examination. This fee must be paid at the time of filing the petition for the make-up privilege.

The University graduation fee, charged to those who are candidates for the Bachelor or Associate degree, is \$20, payable on or before May 1st of the year in which the student expects to graduate.

Expense for Books and Materials

Students purchase their own textbooks and working materials. The cost varies according to the subjects for which the student is enrolled. The average cost for a normal program of three subjects is about \$15, with a maximum of approximately \$25. The textbooks for single courses range from \$3 to \$6.

General Financial Information

Checks should be drawn payable to Northeastern University.

Students are not permitted to attend class sessions or take any examination or tests until they have paid their tuition fees or have made satisfactory arrangements for payments.

Students will not be advanced in class standing, or permitted to re-enroll in the University, nor will degrees be conferred until all financial obligations to the University have been met.

No certificate of honorable dismissal will be issued to any student who has not fully met his financial obligations to the University.

Refund of Tuition

Requests for refunds must be made at the time of filing the Application for Withdrawal at the School Office. If the withdrawal notification is sent in by mail, the refund should be requested in the letter with reasons which necessitate the withdrawal. *No refunds will be granted to a student who voluntarily withdraws* or who has attended more than five weeks of the term for which payment has been made.

Refunds of tuition will be considered only in the following instances:

1. If, because of illness, a student is compelled to withdraw before the fifth week of the term, or
2. If a student who is regularly employed is sent out of town permanently by his employer, or
3. If the hours of employment of a student who is regularly employed are changed so as to make it impossible for him to continue in attendance, or
4. If a student is inducted into military service.

The Committee on Withdrawals will consider requests for tuition refunds only on the following bases:

1. That the application for withdrawal be made immediately after the student ceases attendance.
2. The request for refund is accompanied by an *acceptable* physician's certificate in the instance of illness, or by an *acceptable* employer's certification in the instance of a change in place or hours of employment.
3. Evidence of induction into military service.

For cases complying with the above, partial refunds on tuition for the semester may be allowed according to the following schedule:

<i>Petition for Withdrawal Filed Within</i>	<i>Refund to Student on</i>	
	<i>Regular Term</i>	<i>Summer Term</i>
One Week	80 per cent	80 per cent
Two Weeks	80 per cent	60 per cent
Three Weeks	60 per cent	40 per cent
Four Weeks	40 per cent	20 per cent
Five Weeks	20 per cent	0 per cent
After Five Weeks	0 per cent	0 per cent

The above does not include fixed or non-refundable fees or laboratory fees for which there is no refund allowed.

The official "Application for Withdrawal" form may be obtained in the School Office. All refunds are made through the Student Accounts Office of the University. The refund procedure in such cases takes from three to four weeks. A check is mailed direct to the student for any refund to which he is entitled.

Scholarships, Awards, and Loan Funds

The following scholarships and awards are available to students enrolled for a normal schedule of fifteen or more semester hours of class work who are pursuing a degree program in the School of Business. One-fourth of the scholarship is applied to the tuition of the recipient at each quarterly payment.

THE CLARKSON-ALUMNI AWARD

This award, made available through the Alumni Association of the School of Business, is in memory of George S. Clarkson, a member of the Class of 1914 and an instructor in Accounting for many years. This award, which is indeterminate in amount, is granted to the student who obtains the highest cumulative average in one of the Accounting curricula at the close of his Junior year. To be eligible, the student must have completed thirty semester hours of credit in residence in Accounting courses. If he is eligible for an award of greater monetary value, the Clarkson-Alumni Award will be made to the next highest ranking student who is eligible. To be eligible for this scholarship the student must pursue a normal schedule the following year.

DEAN RUSSELL WHITNEY MEMORIAL SCHOLARSHIP

Alpha Chapter of the Pi Tau Kappa Fraternity sponsors an annual tuition scholarship in memory of former Dean Russell Whitney. The award is made available to the man in the School of Business whose qualities of leadership and influence among his fellow students, whose strength of character, whose record of scholarship and broad achievement mark him as outstanding. The award is made available to the student who has completed a minimum of 60 semester hours. To be eligible for this scholarship the student must pursue a normal schedule during the year in which the award is made.

RABBI MYER O. GRUNBERG SCHOLARSHIP FUND

This scholarship is available through a fund established by Mrs. Sarah Grunberg in memory of her husband, Rabbi Myer O. Grunberg.

The purpose of this scholarship is to recognize the spirit of "Good Will Towards Men" as practiced in every-day living.

The annual award will be made to that man or woman student who has evidenced in personal, business, and student relationships those characteristics of leadership and human relations which make for a better social order. The recipient must be a candidate for a degree in the School of Business.

KAPPA TAU PHI SCHOLARSHIP

This scholarship award of one quarter tuition is made available by the Kappa Tau Phi Sorority. It is granted annually to the woman student who ranks highest in her class at the end of the Upper-Middler year unless she is eligible for an award of greater monetary value, in which event the award will be made to the next highest ranking woman student. To be eligible for this scholarship, the student must be enrolled in a program of at least two evenings per week and pursue a like schedule in the following year. She must be a candidate for a bachelor's degree and not be eligible for assistance under the G.I. Bill of Rights. In determining this award, grades of all courses completed in prior years shall be considered.

HARRY OLINS SCHOLARSHIP

The Harry Olins Scholarship Fund was established as an expression of firm belief in the School of Business students and "what they stand for." The fund, presented by Mrs. Harry Olins in recognition of her husband's long service on the faculty, makes available an annual tuition award to that student who in terms of scholastic achievement, character, and personal need best typifies the spirit of Northeastern University.

To be eligible for this award the student must be a degree candidate and carry a full academic load during the school year.

TRAFFIC CLUB OF NEW ENGLAND SCHOLARSHIP

The Traffic Club of New England provides four scholarships annually for persons employed in the field of transportation and traffic management. Each scholarship covers tuition, books, and incidental expenses involved in the two courses, "Transportation Practices" and "Traffic Management." The objective of the scholarship is to introduce four new persons annually to education in the field of transportation and traffic management, after which it is assumed that they will continue for the complete program at their own expense. Two students each will be selected from carrier traffic departments and industrial traffic departments annually. The scholarship proposals are administered cooperatively by the Scholarship Committee of the Traffic Club of New England under the permanent chairmanship of Prof. Emeritus William J. Cunningham of Harvard University and Prof. Frank M. Cushman, Director, Transportation and Traffic Management Institute, Northeastern University. Applications for the scholarships must be secured from and filed with the Secretary, the Traffic Club of New England, 210 Lincoln Street, Boston, Massachusetts.

ALUMNI LOAN FUND

The Alumni Association of the School of Business in Boston has provided a loan fund which is available to students in the Senior and Junior classes in Boston who are in need of financial assistance in order to continue their studies. Applications for loans should be addressed to the Dean of the School. All applications must be approved by the Alumni Loan Fund Committee.

SCHOOL OF BUSINESS LOAN FUND

By vote of the Student Council a part of the Student Activities fees for 1937-1938 was set aside to provide a loan fund which is available to students temporarily in need of small loans for tuition or other School charges. Students needing assistance from this fund should confer with the Dean who administers it.

School of Business

Programs of Instruction

THE SCHOOL OF BUSINESS conducts educational programs on both the undergraduate and graduate levels.

Undergraduate Division

The programs in the undergraduate division are designed to meet the varying needs of students attending evening college and are represented in four main groups:

1. The full Baccalaureate Degree, Bachelor of Business Administration (B.B.A.), with specification corresponding to the major field in which the student is studying. It requires 124 semester hours of credit in course.
2. The Associate Degree in Management requiring 60 semester hours of credit in course.
3. Certificate programs offered through the several Institutes which require a minimum of 30 semester hours of credit in course.
4. Single courses or special programs for the unclassified student.

Graduate Division

Effective administration of a business enterprise in our modern complex economy requires operating policies based upon the interrelationship of many factors. The function of the administrator is largely one of coordinating the knowledge and skills of specialists each trained in his respective field. Thus, it is the aim of the Graduate Division to develop future managers equipped with scope of knowledge, the proper attitude and analytical approach to situations as they develop, and the understanding necessary for the formulation of workable policies. The courses comprising the core of each student's program cut across the several major areas of operation, including advanced consideration of the varied problems of organization, production, distribution, finance, labor relations, accounting controls, etc. Opportunity is provided the student through elective courses and the thesis to pursue his major interests as well as to secure an understanding of the influences affecting our economy.

Graduate study is strongly recommended to students of superior ability. Early in their undergraduate programs they are counseled to arrange an interview with the director of graduate study who could be most helpful to them in directing their thinking toward the requirements for continued progress in their professional fields. This would provide the director with an opportunity to make certain that the students' undergraduate programs contained the courses which provide the necessary foundation for graduate study.

Admission to the graduate program is open to men and women who hold a recognized bachelor's degree and who are qualified to profit from the instruction. However, undergraduate students who have completed their course requirements at midyear may commence their graduate study in the second semester even though they might not receive their degrees until June.

A student who upon starting his final year has but five (or in unusual cases ten) semester hours of credit left to complete the course requirements for his bachelor's degree, may upon approval of the director be permitted to fill out his program by initiating graduate study in either the first or second semester. However, in such a case the student would be permitted to enroll for but one course for graduate credit during a semester.

Degree Requirements

- I. The full Baccalaureate Degree program provides the broad scope of knowledge and understanding necessary for meeting the management responsibilities in modern business and industry. The Degree of Bachelor of Business Administration (B.B.A.) is awarded upon completion of 124 semester hours of credit in course according to the following credit distribution:

	Semester Hours
a. Core Courses	60
b. Liberal Arts	24
c. Professional Courses	40
Total requirements for the degree	124

See each curriculum for specific requirements.

Degree curricula are offered with specification in the following fields:

Accounting

Degree curricula options:

Public Accounting	See page 42
Commercial or Industrial Accounting	See page 43
Cost Accounting	See page 44

Management

Degree curricula options:

Business Management	See page 45
Credit and Financial Management	See page 46
Industrial Management	See page 47
Insurance	See page 48
Marketing — Sales and Advertising	See page 50
Office Management	See page 51
Personnel and Industrial Relations	See page 52
Production Management	See page 53
Production Management—Material Handling	See page 54
Real Estate	See page 55
Retailing	See page 56
Transportation and Traffic Management	See page 57

Engineering and Management

Degree curriculum with specification	See page 58
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Law and Business

Degree curriculum with specification	See page 49
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Liberal Arts and Business

Degree curricula with specification	See page 59
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- II. The Associate Degree in Management (without specification) is awarded upon completion of a minimum of 60 semester hours of credit in course subject to the approval of the Dean. In general, they will comprise the core courses required in each curriculum.

Certificate Programs

The several Institute programs listed below are designed to serve those who have specific needs in relatively well-defined areas. They are professionally oriented and include courses applied to operations within the specific fields. The certificate requirements are indicated for each Institute program.

Certificate programs with specification in:

Institute of Credit and Financial Management	See page 61
Institute for Business and Professional Secretaries	See page 62-63
Institute of Distribution	See page 64
Institute of Industrial and Commercial Material Handling	See page 65
Institute of Insurance	See page 66
Institute of Retailing	See page 67
Institute of Transportation and Traffic Management	See page 68
Labor Relations Institute	See page 69
Office Management Institute	See page 70
Production Management Institute	See page 71
Quality Control Institute	See page 72
Real Estate Institute	See page 73

Special Programs

Students may enroll for individual or special courses providing they meet all prerequisite requirements. All special students are enrolled as credit students and are expected to complete all of the course work.

PUBLIC ACCOUNTING (C.P.A.)

Leading to the Degree of B.B.A. in Accounting

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A1-2	Introductory Accounting.....	5
A3-4	Intermediate Accounting.....	5
A5-6	Accounting Problems.....	5
A7-8	Advanced Accounting Problems.....	5

Distribution:

D37-38	Principles of Distribution.....	5
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Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7-8	Bus. & Ind. Statistics I & II.....	5

*English:

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Law:

L13-15	Business Law I, II, III.....	7½
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Production:

IM11	Principles of Production Planning.....	2½
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LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....35

A25	Auditing.....	2½
A26	Audit Practice.....	2½
A31	Analysis Financial Statements.....	2½
A9-10	C.P.A. Problems.....	10
A32	Constructive Accounting.....	2½
A21-22	Cost Accounting.....	5
A11	Fund Accounting.....	2½
A35	Math. of Accounting.....	2½
A41-42	Taxes, Basic Federal.....	5

PROFESSIONAL COURSES — elective.....5

Selected from the following:

A43-44	Adv. Federal Taxes	In3	Insurance Fund for Mgmt.
A27	Auditing, Internal	Ec13	Investment Principles
Ec9-10	Business Plan. and Research	**IR22	Labor-Management Rel.
In11-12	Casualty Insurance	OM2	Office Org. & Administration
A34	Controllershship	OM1	Office Prac., Scien. Mgmt.
D33	Credit Fundamentals	OM4	Office Systems & Procedures
D34	Credit Problems	A50	Punch Card Accounting
Ec22	Economics, International	RE1	Real Estate Fundamentals
A52	Elect. Data Proc. Sys.	A45-46	Tax Planning
OM3	Forms Design and Control	A48	Taxes, Mass. State
In17-18	Fidelity, Suretyship, and Crime Insurance	A49	Tax Procedure
IR11-12	Human Relations	IR8	Techniques of Supervision

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

COMMERCIAL OR INDUSTRIAL ACCOUNTING

Leading to the Degree of B.B.A. in Accounting

The program of instruction includes:

CORE COURSES — required..... semester hours
60

Accounting:

A1-2	Introductory Accounting.....	5
A3-4	Intermediate Accounting.....	5
A5-6	Accounting Problems.....	5
A7-8	Advanced Accounting Problems.....	5

Distribution:

D37-38	Principles of Distribution.....	5
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Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7-8	Bus. & Ind. Statistics I & II.....	5

*English:

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Law:

L13-15	Business Law I, II, III.....	7½
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Production:

IM11	Principles of Production Planning.....	2½
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LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....27½

A31	Analysis Financial Statements.....	2½
A25	Auditing, Principles.....	2½
A27	Auditing, Internal.....	2½
A33	Budget Procedures.....	2½
A32	Constructive Accounting.....	2½
A34	Controllorship.....	2½
A21-22	Cost Accounting.....	5
A35	Math. of Accounting.....	2½
A41-42	Taxes, Basic Federal.....	5

PROFESSIONAL COURSES — elective.....12½

Selected from the following:

A43-44	Adv. Federal Taxes	Ec13	Investment Principles
E6	Business Conferences	**IR22	Labor-Management Rel.
Ec9-10	Business Plan. and Research	OM2	Office Org. & Administration
In11-12	Casualty Insurance	OM1	Office Prac., Scien. Mgmt.
D33	Credit Fundamentals	OM4	Office Systems & Procedures
D34	Credit Problems	IR5	Psychology, Bus. & Ind.
Ec22	Economics, International	A50	Punch Card Accounting
A52	Elect. Data Proc. Sys.	RE1	Real Estate Fundamentals
In17	Fidelity, Suretyship & Crime Ins.	A45-46	Tax Planning
OM3	Forms Design and Control	A49	Tax Procedure
IR11-12	Human Relations	IR8	Techniques of Supervision
IN3	Insurance Fund for Mgmt.	A48	Taxes, Mass. State

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

COST ACCOUNTING

Leading to the Degree of B.B.A. in Accounting

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A1-2	Introductory Accounting.....	5
A3-4	Intermediate Accounting.....	5
A5-6	Accounting Problems.....	5
A7-8	Advanced Accounting Problems.....	5

Distribution:

D37-38	Principles of Distribution.....	5
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Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7-8	Bus. & Ind. Statistics I & II.....	5

*English:

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Law:

L13-15	Business Law I, II, III.....	7½
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Production:

IM11	Principles of Production Planning.....	2½
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LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....30

A31	Analysis Financial Statements.....	2½
A23-24	Advanced Cost Accounting.....	5
A25	Auditing, Principles.....	2½
A33	Budget Procedures.....	2½
A32	Constructive Accounting.....	2½
A34	Controllershship.....	2½
A21-22	Cost Accounting.....	5
A35	Math. of Accounting.....	2½
A41-42	Taxes, Basic Federal.....	5

PROFESSIONAL COURSES — elective..... 10

Selected from the following:

A43-44	Adv. Fed. Taxes	IR11-12	Human Relations
Ec9-10	Business Plan. and Research	IN3	Insurance Fund. for Mgmt.
In11-12	Casualty Insurance	**IR22	Labor-Management Rel.
D33	Credit Fundamentals	OM2	Office Org. & Administration
D34	Credit Problems	OM1	Office Prac., Scien. Mgmt.
Ec22	Economics, International	OM4	Office Systems & Procedures
A52	Elect. Data Proc. Sys.	A50	Punch Card Accounting
OM3	Forms Design and Control	IM12	Production Control
Ec13	Investment Principles	RE1	Real Estate Fundamentals
In17-18	Fidelity, Suretyship and Crime Insurance	A45-46	Tax Planning
		IR8	Techniques of Supervision

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

BUSINESS MANAGEMENT

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60**Accounting:**

A13-14	Managerial Accounting.....	5
A15	Financial & Administrative Acctg.....	2
A16	Managerial Cost Controls.....	2

Distribution:

D37-38	Principles of Distribution.....	5
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Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7-8	Bus. & Ind. Statistics I & II.....	5
Ec121	Statistics— Index Numbers.....	2½

***English:**

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Industrial Relations:

IR11-12	Human Relations.....	5
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Insurance:

In3	Insurance Fund. for Management.....	2½
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Law:

L13-15	Business Law I, II, III.....	7½
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Production:

IM11	Principles of Production Planning.....	2½
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LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....22½

Ec9-10	Business Planning & Research.....	5
D33	Credit Fundamentals.....	
L16	Government Controls in Business.....	
IR22	Labor-Management Relations.....	
M3	Math. for Business.....	
OM2	Office Org. & Administration.....	
RE1	Real Estate Fundamentals.....	2½
Ec120	Statistics, Managerial.....	2½

PROFESSIONAL COURSES — elective.....17½

Selected from the following:

D10	Advertising Principles	D7	Market Research
D11	Advertising Problems	OM1	Office Pract., Scien. Mgmt.
E6	Business Conferences	IR13	Personnel Mgmt. Practices
D34	Credit Problems	D8	Tech. of Salesmanship
Ec21	Economic Geography	IR5	Psychology for Business
Ec22	Economics, International	E5	Public Speaking
D21-22	Foreign Trade	D31	Purchasing
Ec13	Investment Principles	D12	Sales Executive Training
D3	Prin. of Salesmanship	IR6	Training Methods

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

CREDIT AND FINANCIAL MANAGEMENT

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	5
A15	Financial & Administrative Acctg.....	2½✓

Credit:

D33	Credit Fundamentals.....	2½✓
D34	Advanced Credit Problems.....	2½

Distribution:

D37-38	Principles of Distribution.....	5✓
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Economics:

Ec1-2	Business Economics.....	5✓
Ec5-6	Financing Business Operations.....	5✓
Ec11-12	Financial Policy & Planning.....	5✓

*English:

E2	Business Communications.....	2½✓
E3	Business Reports.....	2½

Industrial Relations:

IR11-12	Human Relations.....	5
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Law:

L5-6	Contracts.....	5✓
L7-8	Corporations, Part. & Agency.....	5✓
L9	Law of Sales.....	2½✓
L11	Negotiable Instruments.....	2½✓
L12	Creditors' Rights.....	2½

LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....17½

In3	Insurance Fund. for Management.....	2½✓
Ec13	Investment Principles.....	2½✓
Ec22	International Economics.....	2½✓
Ec7-8	Statistics for Bus. & Ind.....	5✓
Ec121	Statistics — Index Numbers.....	2½✓
M3	Math. for Business.....	2½✓

PROFESSIONAL COURSES — elective.....22½

Selected from the following:

D10	Advertising Principles	Ec13	Investment Principles
D11	Advertising Problems	D36	Management Small Business
E6	Business Conferences	D7	Market Research
R6	Credit, Consumer	OM1	Office Pract., Scien. Mgmt.
Ec21	Economic Geography	OM2	Office Org. & Administration
In17-18	Fidelity, Suretyship, and Crime Insurance	IR5	Psychology for Business
D21-22	Foreign Trade, Prin. & Prac.	E5	Public Speaking
OM3	Forms Design & Control	D31	Purchasing
L16	Government Controls	D3	Principles of Salesmanship
G200	History of Economic Thought	**IR22	Labor-Management Rel.
		**IM11	Prin. Production Planning

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

INDUSTRIAL MANAGEMENT

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	5	—
A15	Financial & Administrative Acctg.....	2½	
A16	Managerial Cost Control.....	2½	

Distribution:

D37-38	Principles of Distribution.....	5	—
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Economics:

Ec1-2	Business Economics.....	5	—
Ec5-6	Financing Business Operations.....	5	—
Ec11-12	Financial Policy & Planning.....	5	—
Ec123	Managerial Economics.....	2½	
Ec7-8	Statistics for Bus. & Ind. I & II.....	5	—

*English:

E2	Business Communications.....	2½	
E3	Business Reports.....	2½	

Industrial Relations:

IR11-12	Human Relations.....	5	—
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Law:

L13-15	Business Law I, II, III.....	7½	—
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Mathematics:

IM3	Basic Technology for Production.....	2½	—
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Production:

IM11	Principles of Production Planning.....	2½	—
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LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

Professional Courses — required.....27½

In3	Insurance Fund. for Management.....	2½	—
IR22	Labor-Management Relations.....	2½	—
IM41-42	Material Handling Fundamentals.....	5	—
IM19-20	Plant Layout.....	5	—
IM12	Production Control.....	2½	—
IM13	Quality Control.....	2½	—
Ec120	Statistics, Managerial.....	2½	—
IM5	Time Study I.....	2½	—
IM1	Work Simplification I.....	2½	—

PROFESSIONAL COURSES — elective.....12½

Selected from the following:

IM25	Estimating for Production	IR5	Psychology for Industry
IM7	Ind. Inspection & Mats. Prod.	D31	Purchasing
IM21	Industrial Safety	IM14	Quality Control — Advanced
IM9	Job Anal. & Eval.	IM10	Syn. Time Stds.-M.T.M.
IR25	Labor Agreement	IR8	Techniques of Supervision
IR23	Lab. Leg.-Union-Mgmt. Rel.	IM6	Time Study II
IR24	Lab. Leg. Stds. & Cond. Emp.	IR6	Training Methods
IM43-52	Material Handling Courses	T1	Transportation Principles
	Complete course offerings, page 87	IR9	Wage Administration
IM15	Production Processes	IM2	Work Simplification II

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

INSURANCE

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	5
A15	Financial & Administrative Acctg.....	2½

Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7-8	Statistics for Bus. & Ind. I & II.....	5

*English:

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Industrial Relations:

IR11-12	Human Relations.....	5
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Insurance:

In1-2	Insurance Principles.....	5
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Law:

L5-6	Contracts.....	5
L7-8	Corporations, Part. & Agency.....	5
L9	Law of Sales.....	2½
L11	Negotiable Instruments.....	2½
L12	Creditors' Rights.....	2½

LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....22½

Insurance:

In11-12	Casualty.....	5
In13-14	Fire and Allied Lines.....	5
In17-18	Fidelity, Suretyship & Crime.....	5
In15-16	Inland Marine.....	5

Mathematics:

M3	Math. for Business.....	2½
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PROFESSIONAL COURSES — elective.....17½

Selected from the following:

D10	Advertising Principles	IR5	Psych. Bus. & Ind.
E6	Business Conferences	E5	Public Speaking
In5-6	Claims Procedure	RE1	Real Estate Fundamentals
**D37-38	Distribution, Prin.	RE7	Real Estate Finance
A41-42	Federal Taxes, Basic	RE2	R.E. Law & Conv'g
Ec13	Investment Principles	RE5	Real Estate Management
D36	Management of Small Business	D12	Sales Executive Training
OM2	Office Org. & Admin.	IR8	Techniques of Supervision
OM1	Office Pract., Scien. Mgmt.	**IM11	Prin. Production Planning
D3	Prin. of Salesmanship		

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

LAW AND BUSINESS

Leading to the Degree of B.B.A. in Law and Business

The program of instruction includes: semester hours
CORE COURSES — required.....60

Accounting:

A13-14 Managerial Accounting..... 5

A15 Financial & Administrative Acctg..... 2½

Distribution:

D37-38 Principles of Distribution..... 5

Economics:

Ec1-2 Business Economics..... 5

Ec5-6 Financing Business Operations..... 5

Ec11-12 Financial Policy & Planning..... 5

Ec7-8 Statistics for Bus. & Ind. I & II..... 5

***English:**

E2 Business Communications..... 2½

E3 Business Reports..... 2½

Industrial Relations:

IR22 Labor-Management Relations..... 2½

Law:

L5-6 Contracts..... 5

L7-8 Corporations, Part. & Agency..... 5

L9 Law of Sales..... 2½

L11 Negotiable Instruments..... 2½

L12 Creditors' Rights..... 2½

Mathematics:

M3 Math. for Business..... 2½

LIBERAL ARTS — required.....24

An integrated program including:

Part I Man and the Physical Universe

Part II Man in Society

Part III Man's Cultural Inheritance

Part IV Man and Values

PROFESSIONAL COURSES — required.....17½

D33 Credit Fundamentals..... 2½

L16 Government Controls in Business..... 2½

In3 Insurance Fund. for Management..... 2½

Ec13 Investment Principles..... 2½

RE1 Real Estate Fundamentals..... 2½

RE2 Real Estate Law & Conveyancing..... 2½

Ec121 Statistics — Index Numbers..... 2½

PROFESSIONAL COURSES — elective.....22½

Selected from the following:

E6 Business Conferences

Ec9-10 Bus. Planning & Research

In11-12 Casualty Insurance

D34 Credit Problems

Ec22 Economics, International

In17-18 Fidelity, Suretyship & Crime Insurance

In13-14 Fire Insurance and Allied Lines

IR23 Lab. Leg.-Union-Mgmt. Rel.

IR24 Lab. Leg.-Std. & Cond. Emp.

IR25 Labor Agreement

A16 Mgrl. Cost Controls

OM2 Office Organization & Admin.

**IM11 Prin. Prod. Planning

E5 Public Speaking

RE7 Real Estate Finance

RE5 Real Estate Management

A41-42 Taxes, Basic Federal

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

MARKETING—SALES AND ADVERTISING

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14 Managerial Accounting.....5✓

A15 Financial & Administrative Acctg.....2½✓

Distribution:

D1-2 Marketing.....5✓

D6 Sales Promotion.....2½✓

Economics:

Ec1-2 Business Economics.....5✓

Ec5-6 Financing Business Operations.....5✓

Ec11-12 Financial Policy & Planning.....5✓

Ec7-8 Statistics for Bus. & Ind. I & II.....5✓

*English:

E2 Business Communications.....2½✓

E3 Business Reports.....2½✓

Law:

L5-6 Contracts.....5✓

L7-8 Corporations, Part. & Agency.....5✓

L9 Law of Sales.....2½✓

L11 Negotiable Instruments.....2½✓

L12 Creditors' Rights.....2½✓

Transportation:

T1 Transportation Practices.....2½✓

LIBERAL ARTS — required.....24

An integrated program including:

Part I Man and the Physical Universe

Part III Man's Cultural Inheritance

Part II Man in Society

Part IV Man and Values

PROFESSIONAL COURSES — required.....25

D10 Advertising Principles.....2½✓

D33 Credit Fundamentals.....2½✓

D34 Credit, Advanced Problems.....2½✓

Ec21 Economic Geography.....2½✓

D21-22 Foreign Trade.....5✓

Ec22 International Economics.....2½✓

M3 Math. for Business.....2½✓

D3 Principles of Salesmanship.....2½✓

Ec121 Statistics — Index Numbers.....2½✓

PROFESSIONAL COURSES — elective.....15

Selected from the following:

D15 Advertising Copy
D16 Advertising Production
D17 Advertising Media
Ec9-10 Bus. Planning & Research
D18 Consumer Packaging
R6 Credit, Consumer
L16 Government Controls
D9 Industrial Packaging
In3 Insurance Fund. for Mgmt.
Ec13 Investment Principles
**IR22 Labor-Management Rel.

**IM11 Prin. Production Planning
D7 Market Research
OM2 Office Organization & Admin.
IR5 Psychology for Business
E5 Public Speaking
D31 Purchasing
RE1 Real Estate Fundamentals
R2 Retail Store Merchandising
D8 Tech. of Salesmanship
D12 Sales Executive Training
T3 Traffic Management

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

OFFICE MANAGEMENT

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	5 ¹
A15	Financial & Administrative Acctg.....	2 ¹ ₂
A16	Managerial Cost Controls.....	2 ¹ ₂

Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5✓
Ec7-8	Statistics for Bus. & Ind. I & II.....	5✓

*English:

E2	Business Communications.....	2 ¹ ₂
E3	Business Reports.....	2 ¹ ₂

Industrial Relations

IR11-12	Human Relations.....	5✓
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Insurance:

In3	Insurance Fund. for Management.....	2 ¹ ₂
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Law:

L5-6	Contracts.....	5
L7-8	Corporations, Part. & Agency.....	5
L9	Law of Sales.....	2 ¹ ₂
L11	Negotiable Instruments.....	2 ¹ ₂
L12	Creditors' Rights.....	2 ¹ ₂

LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....22¹₂

D37-38	Distribution, Principles of.....	5
D33	Credit Fundamentals.....	2 ¹ ₂
OM3	Forms Design & Control.....	2 ¹ ₂
M3	Math. for Business.....	2 ¹ ₂
OM2	Office Organization & Administration.....	2 ¹ ₂
OM4	Office Systems & Procedure.....	2 ¹ ₂
OM1	Scientific Mgmt. in Office Prac.....	2 ¹ ₂
Ec121	Statistics — Index Numbers.....	2 ¹ ₂

PROFESSIONAL COURSES — elective.....17¹₂

Selected from the following:

D10	Advertising Principles	IM9	Job Analysis & Evaluation
E6	Business Conferences	**IR22	Labor-Management Rel.
In11	Cas. Insurance (Work. Comp.)	IR13	Personnel Mgmt. Pract.
D34	Credits, Adv. Probs.	**IM11	Prin. Production Planning
R6	Credit, Consumer	IR5	Psychology for Business & Ind.
IR15	Employment Testing	E5	Public Speaking
In17-18	Fidelity, Suretyship, and Crime Insurance	D31	Purchasing
L16	Government Controls	D3	Salesmanship, Principles
Ec13	Investment Principles	Ec120	Statistics, Managerial
		IR6	Training Methods

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

PERSONNEL & INDUSTRIAL RELATIONS

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	2
— A15	Financial & Administrative Acctg.....	2½

Distribution:

D37-38	Principles of Distribution.....	5
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Economics:

— Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7-8	Statistics for Bus. & Ind. I & II.....	5

***English:**

— E2	Business Communications.....	2½
E3	Business Reports.....	2½

Industrial Relations:

IR11-12	Human Relations.....	5
IR22	Labor-Management Relations.....	2½
IR13	Personnel Management Practices.....	2

Law:

L13-15	Business Law I, II, III.....	7½
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Mathematics:

M3	Math. for Business.....	2½
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Production:

IM11	Principles of Production Planning.....	2½
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LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....22½

IR15	Employment Testing.....	2½
In3	Insurance Fund. for Management.....	2½
IM19	Job Anal. & Evaluation.....	2½
IR25	Labor Agreement.....	2½
IR23	Labor Legislation-Union Management.....	2½
IR24	Labor Legislation-Stds. & Cond. Emp.....	2½
IM5	Time Study I.....	2½
IR6	Training Methods.....	2½
IR9	Wage Administration.....	2½

PROFESSIONAL COURSES — elective.....17½

Selected from the following:

E6	Business Conferences	IM12	Production Control
Ec9-10	Business Planning and Research	IR5	Psychology for Bus. & Ind.
A16	Mgrl. Cost Controls	E5	Public Speaking
L16	Government Controls	IR8	Tech. of Supervision
Ec13	Investment Principles	IM6	Time Study II
OM1	Office Practice, Scientific Mgmt.	IM1	Work Simplification I
OM2	Office Org. & Admin.	E9-10	Writing for Bus. Publications
D3	Principles of Salesmanship		

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

PRODUCTION MANAGEMENT

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	5
A15	Financial & Administrative Acctg.....	2½
A16	Managerial Cost Controls.....	2½

Distribution:

D37-38	Principles of Distribution.....	5
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Economics:

Ec1-2	Business Economics.....	5
Ec121	Managerial Economics.....	2½
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7	Statistics for Bus. & Ind. I.....	2½

*English:

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Industrial Relations:

IR11-12	Human Relations.....	5
IR22	Labor-Management Relations.....	2½

Law:

L13-15	Business Law I, II, III.....	7½
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Mathematics:

IM3	Basic Technology for Production.....	2½
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Production:

IM11	Principles of Production Planning.....	2½
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LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....22½

IM3	Insurance Fund. for Management.....	2½
IM41-42	Material Handling Fundamentals.....	5
IM19-20	Plant Layout.....	5
IM12	Production Control.....	2½
IM13	Quality Control.....	2½
IM5	Time Study I.....	2½
IM1	Work Simplification I.....	2½

PROFESSIONAL COURSES — elective.....17½

Selected from the following:

IM14	Adv. Quality Control	IR13	Personnel Mgmt. Practices
IM25	Estimating for Production	IM15	Production Processes
IM7	Ind. Insp.-Mats. of Prod.	IR5	Psychology for Bus. & Ind.
IM21	Industrial Safety	D31	Purchasing
IR23	Lab. Leg.-Union-Mgmt. Relations	IM10	Syn. Time Stds.-M.T.M.
IR24	Lab. Leg.-Stds. & Cond. of Emp.	IM6	Time Study II
IR25	Labor Agreement	IR8	Tech. Supervision
IM43-52	Material Handling Courses	IR9	Wage Administration
See complete offerings, page 87		IM2	Work Simplification II

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

PRODUCTION MANAGEMENT INDUSTRIAL & COMMERCIAL MATERIAL HANDLING

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required		60
Accounting:		
A13-14	Managerial Accounting.....	5
A15	Financial & Administrative Acctg.....	2½
Economics:		
Ec1-2	Business Economics.....	5
*English		
E2	Business Communications.....	2½
E3	Business Reports.....	2½
†Engineering:		
	Applied Mechanics.....	5
	Electricity:	
	D.C.-A.C. Theory.....	5
	Electrical Machinery.....	2½
	Engineering Drawing.....	5
	Engineering Math.....	5
	Machine Drawing.....	5
	Physics.....	5
	Strength of Materials.....	5
Industrial Management:		
IM41-42	Material Handling Fundamentals.....	5
†Courses offered in Lincoln Institute		
LIBERAL ARTS — required		16
An integrated program including:		
Part I	Man and the Physical Universe	Part III Man's Cultural Inheritance
Part II	Man in Society	Part IV Man and Values
PROFESSIONAL COURSES — required		30
L13-15	Business Law I, II, III.....	7½
Ec5-6	Financing Business Operations.....	5
IR11-12	Human Relations.....	5
IM45	Material Handling-Problem Analysis.....	2½
IM43	Material Handling-Cost Determ.....	2½
IM11	Principles of Production Planning.....	2½
IM21	Safety, Industrial.....	2½
Ec7	Statistics I.....	2½
PROFESSIONAL COURSES — elective		1
Selected from the following:		
In11-12	Casualty Insurance	IM7 Materials of Production
T9	Commercial Warehousing	IM19-20 Plant Layout
D18	Consumer Packaging	IM12 Production Control
**D37-38	Distribution, Prin.	IM15 Production Processes
EC11-12	Financial Policy & Planning	D31 Purchasing
D9	Industrial Packaging	IM13 Quality Control
In3	Insurance Fund. for Mgmt.	Ec8 Statistics II
**IR22	Labor-Management Rel.	IR8 Techniques of Supervision
IM43-52	Material Handling Courses	T1 Transportation Practices
See page 87 for complete offerings		

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

REAL ESTATE

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	5
A15	Financial & Administrative Acctg.....	2½

Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec13	Investment Principles.....	2½
Ec7-8	Statistics for Bus. & Ind. I & II.....	5

*English:

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Law:

L13-15	Business Law I, II, III.....	7½
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Insurance:

In1-2	Insurance Principles.....	5
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Real Estate:

RE1	Real Estate Fundamentals.....	2½
RE2	Real Estate Law & Conveyancing.....	2½

Distribution:

D37-38	Principles of Distribution.....	5
D3	Salesmanship, Principles.....	2½

LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....22½

Ec9-10	Business Planning & Research.....	5
RE15	City & Regional Planning.....	2½
RE6	Operating a Real Estate Business.....	2½
RE11	Real Estate Appraisal-Residential.....	2½
RE13	Real Estate Appr.-Comm. & Ind. Prop.....	2½
RE7	Real Estate Finance.....	2½
RE5	Real Estate Management.....	2½
RE9	Real Estate Sales & Advertising.....	2½

PROFESSIONAL COURSES — elective.....17½

Selected from the following:

D10	Advertising Principles	IR11-12	Human Relations
E6	Business Conferences	In15-16	Inland Marine Insurance
In27-28	Business Insurance	In21-22	Life Insurance
In11-12	Casualty Insurance	**IR22	Labor-Management Rel.
D33	Credit Fundamentals	M3	Math. for Business
R6	Consumer Credit	D7	Market Research
In17-18	Fidelity, Suretyship & Crime Ins.	OM2	Office Org. & Admin.
In13-14	Fire Insurance	RE17	Small Home Const. & Est.
L16	Government Controls	**IM11	Prin. Production Planning

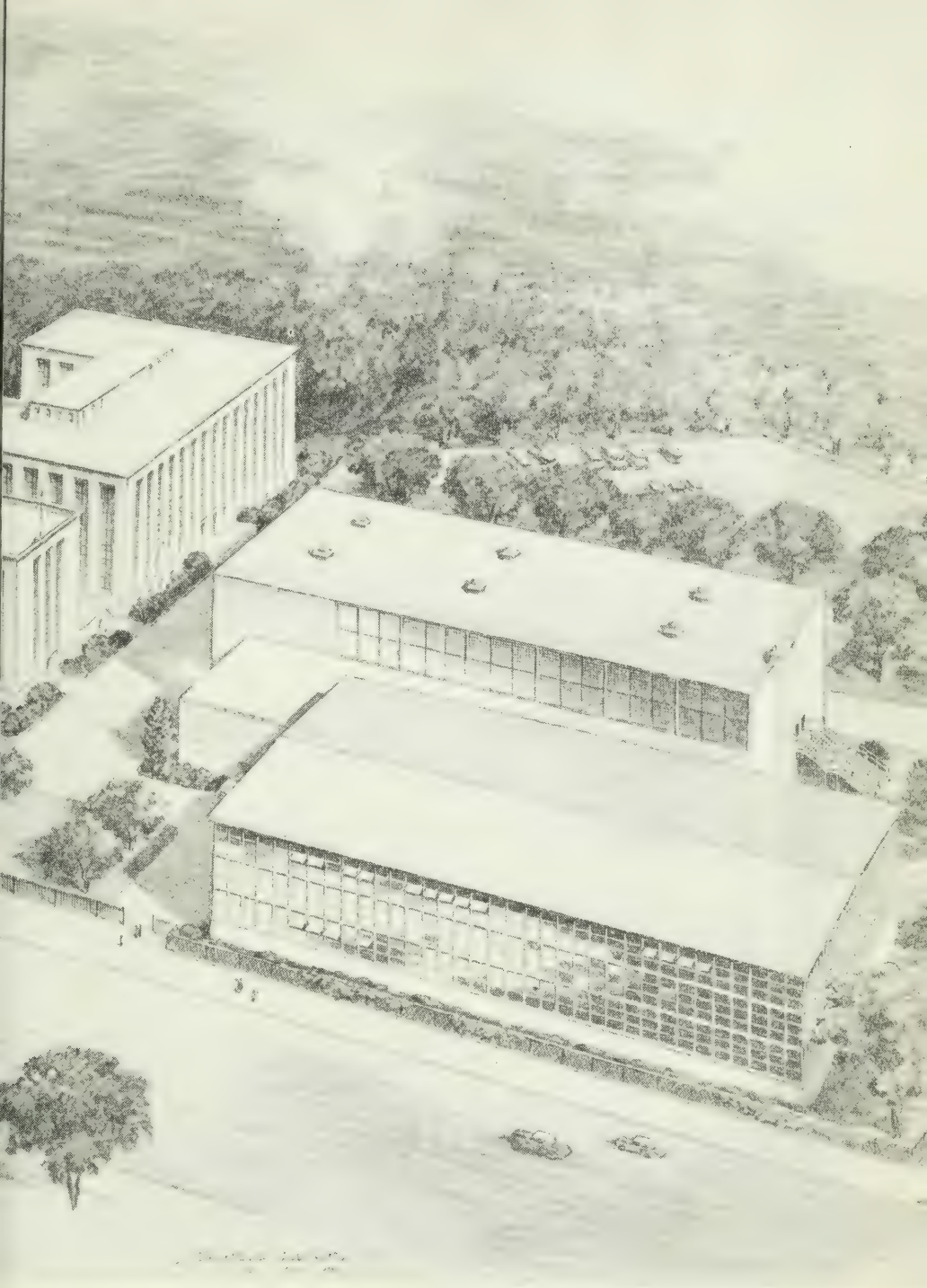
Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.



The facilities of Northeastern University are housed in the buildings shown above which include the
Godfrey Lowell Cabot Physical Education Center. Not included in the drawing are



Library, Science Hall, Student Center Building, Alumni Auditorium, Richards Hall, Hayden Hall, Building and the Greenleaf Building, which house classrooms and laboratory facilities.

RETAILING

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

A13-14	Managerial Accounting.....	5
A15	Financial & Administrative Acctg.....	2½

Distribution:

D37-38	Principles of Distribution.....	5
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Economics:

Ec1-2	Business Economics.....	5
Ec5-6	Financing Business Operations.....	5
Ec11-12	Financial Policy & Planning.....	5
Ec7-8	Statistics for Bus. & Ind. I & II.....	5

*English:

E2	Business Communications.....	2½
E3	Business Reports.....	2½

Industrial Relations:

IR11-12	Human Relations.....	5
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Law:

L5-6	Contracts.....	5
L7-8	Corporations, Part. & Agency	5
L9	Law of Sales.....	2½
L11	Negotiable Instruments.....	2½
L12	Creditors' Rights.....	2½

LIBERAL ARTS — required.....24

An integrated program including:

Part I	Man and the Physical Universe	Part III	Man's Cultural Inheritance
Part II	Man in Society	Part IV	Man and Values

PROFESSIONAL COURSES — required.....22½

D10	Advertising Principles.....	2½
D35	Consumer Credit.....	2½
In3	Insurance Fund. for Management.....	2½
M3	Math. for Business.....	2½
R4	Merchandise Display.....	2½
R3	Retail Advertising.....	2½
R5	Retail Store Management.....	2½
R1	Retail Store Merchandising.....	2½
D3	Salesmanship, Principles.....	2½

PROFESSIONAL COURSES — elective.....17½

Selected from the following:

D11	Advertising Problems	**IR22	Labor-Management Rel.
D15	Advertising Copy	OM2	Office Organ. & Administration
D17	Advertising Production	IR13	Personnel Mgmt. Practices
E6	Business Conferences	**IM11	Prin. Production Planning
Ec21	Economic Geography	IR5	Psychology for Business
Ec22	Economics, International	E5	Public Speaking
IR15	Employment Testing	D31	Purchasing
D21-22	Foreign Trade, Principles & Prac.	RE1	Real Estate Fund.
L-16	Government Controls	D12	Sales Executive Training
Ec13	Investment Principles	D6	Sales Promotion
IR24	Labor Legislation—Standards & Cond. of Employment	OM1	Scientific Mgmt., Office Prac.
		IR8	Techniques of Supervision

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

TRANSPORTATION AND TRAFFIC MANAGEMENT

Leading to the Degree of B.B.A. in Management

The program of instruction includes:

semester hours

CORE COURSES — required.....60

Accounting:

- A13-14 Managerial Accounting..... 5
A15 Financial and Administrative Accounting..... 2½

Distribution:

- D37-38 Principles of Distribution..... 5

Economics:

- Ec1-2 Business Economics..... 5
Ec5-6 Financing Business Operations..... 5
Ec11-12 Financial Policy and Planning..... 5
Ec7 Statistics for Business and Industry I..... 2½

*English:

- E2 Business Communications..... 2½
E3 Business Reports..... 2½

Industrial Relations:

- IR11-12 Human Relations..... 5
IR22 Labor-Management Relations..... 2½

Law:

- L13-15 Business Law I, II, III..... 7½
L16 Government Controls in Business..... 2½

Mathematics:

- M3 Math. for Business..... 2½

Transportation:

- T1 Transportation Practices..... 2½
T2 Traffic Management..... 2½

LIBERAL ARTS — required.....24

An integrated program including:

- | | | | |
|---------|-------------------------------|----------|----------------------------|
| Part I | Man and the Physical Universe | Part III | Man's Cultural Inheritance |
| Part II | Man in Society | Part IV | Man and Values |

PROFESSIONAL COURSES — required.....25

- T4 Advanced Traffic Management..... 2½
T23 Air Cargo Transportation..... 2½
T5-6 I.C.C. Practices and Procedures..... 5
IM47 Material Handling — Commercial Carriers..... 2½
T11 Motor Carrier Operations..... 2½
T21 Ocean Transportation..... 2½
T7-8 Rates and Tariffs..... 5
T25 Transportation Insurance..... 2½

PROFESSIONAL COURSES — elective.....15

Selected from the following:

- | | | | |
|--------|-------------------------------------|---------|-----------------------------------|
| E6 | Business Conferences | IM41-42 | Material Handling Fundamentals |
| T9 | Commercial Warehousing | T26 | Motor Carrier Sales |
| D33 | Credit Fundamentals | T27 | Motor Carrier Traffic Mgmt. |
| D34 | Credit Problems | OM1 | Sci. Mgmt., Office Practice |
| Ec21 | Economic Geography | OM2 | Office Organ. and Administration |
| Ec22 | Economics, International | D3 | Principles of Salesmanship |
| D21-22 | Foreign Trade, Prin. & Prac. | IR5 | Psychology of Business & Industry |
| T15 | Freight Claims for Loss & Damage | E5 | Public Speaking |
| IR23 | Labor Legis., Union-Mgmt. Rela. | RE1 | Real Estate Fundamentals |
| IR24 | Labor Legis., Stds. and Cond. Empl. | IR6 | Training Methods |
| IR25 | Labor Agreement | **IM11 | Principles of Production Planning |

Courses other than those listed above may be used for elective course credit upon approval of the dean. Students should make certain that all prerequisite requirements have been satisfied before registering for courses.

*All degree candidates must demonstrate a proficiency in basic English grammar and word usage for the effective expression of ideas. Those needing additional instruction will be required to register for E1 English.

**This course should be taken by those students planning to continue into graduate study for the M.B.A. Degree.

Engineering and Management Program

Leading to the Degree of B.B.A. in Engineering and Management

The Engineering and Management curriculum combines the fundamental courses in one of the several areas of engineering with an integrated program in management, the humanities and the social sciences to provide a broad background of training for those who aspire to positions of managerial responsibility where technical knowledge is required.

The curriculum is offered by the School of Business in conjunction with the Lincoln Institute, one of the affiliated schools of Northeastern University. The engineering requirements may be earned by satisfactory completion of equivalent courses in an accredited engineering college. The management requirements of thirty (30) semester hours must be completed in the School of Business. Students having satisfactorily completed any of the required courses elsewhere will substitute other elective courses of equal credit.

The distribution of credits is as follows:

		<i>Semester Hours</i>
Engineering Courses (minimum required)		60
Engineering Electives		10
Management Courses — Required		
Financing Business Operations	5	
Law:		
Business Law I & II	5	
Law for Engineers	2½	
Managerial Accounting	5	17½
*Management Courses — Electives		
to be chosen from one of the options outlined below		12½
Liberal Arts — Required		24
Part I Man and the Physical Universe	Part III Man's Cultural Inheritance	
Part II Man in Society	Part IV Man and Values	
Total Semester Hours Required for Degree		124

*OPTIONS

Technical Sales	<i>Semester Hours</i>	Production	<i>Semester Hours</i>
†Principles of Selling	2½	†Work Simplification I.....	2½
†Sales Management.....	2½	†Time Study I.....	2½
†Market Research.....	2½	Job Analysis.....	2½
†Distribution, Prin.	5	†Prin. Production Planning.....	2½
Principles of Advertising.....	2½	†Production Control.....	2½
Economic Geography.....	2½	†Production Processes.....	2½
Foreign Trade.....	5	Quality Control.....	2½
		Materials Handling Fund.....	5
		Plant Layout.....	2½
		Production Estimating.....	2½
Administrative		Pre-Graduate Program	
Office Organization.....	2½	†Distribution, Prin.....	2½
Credits.....	2½	†Labor-Management Relations.....	2½
Purchasing.....	2½	†Prin. Production Planning.....	2½
†Human Relations.....	5	†Production Control.....	2½
Government Controls.....	2½	†Statistics I & II.....	5
Management Small Business.....	2½	Financial Policy & Planning.....	5

*Courses other than those shown under the options may be taken upon approval of the Dean if they conform to the student's need.

†Recommended electives.

Liberal Arts and Business

Leading to the Degree of Bachelor of Business Administration

There are several areas of employment which require as preparatory training a natural combination of liberal arts with business courses. To meet this need the Evening College of Liberal Arts offers in conjunction with the School of Business a program leading to the degree of Bachelor of Business Administration with specification.

The degree requires satisfactory completion of three years of study in liberal arts (72 semester hours of credit) plus fifty (50) semester hours of credit in business courses. The programs as outlined below in the several options are designed to provide the most adequate preparation for the specific areas of work.

	Degree Program	Semester Hours
Liberal Arts:		
The equivalent of three full years of courses in the Evening College of Liberal Arts		72
Business:		
Courses totaling fifty (50) semester hours in one of the options listed below		50
Total semester hours required for degree		122

*OPTIONS

Personnel and Industrial Relations	Semester Hours	Law and Management	Semester Hours
Business Economics	5	Business Economics	5
Labor-Management Relations	2½	Contracts	5
Financing Bus. Oper.	5	Financing Bus. Oper.	5
Human Relations	5	Law of Sales	2½
Business Law	7½	Corp., Partnership, Agency	5
Labor Legislation —		Managerial Accounting	5
Union-Management Relations	2½	Real Estate Law & Conveyancing	2½
Labor Legislation — Standards and		Negotiable Instruments	2½
Conditions of Employment	2½	Creditors' Rights	2½
Statistics	5	Labor-Management Relations	2½
Job Evaluation	2½	Labor Legislation —	
Managerial Accounting	5	Union-Management Relations	2½
Personnel Management Practices	2½	Basic Federal Taxes	5
Labor Agreements	2½	Tax Planning	5
Practical Training Methods	2½		
Wage Administration	2½		
Labor Relations Seminar	2½		
Techniques of Supervision	2½		
Pre-Legal		Administrative	
Managerial Accounting	5	Managerial Accounting	5
Financing Bus. Oper.	5	Business Law	7½
Financial Policy & Planning	5	Financing Bus. Oper.	5
Real Estate Fundamentals	2½	Business Statistics	5
Real Estate Law & Conveyancing	2½	Scientific Management —	
Basic Federal Taxes	5	Office Practice	2½
Labor-Management Relations	2½	Office Organization and	
Government Controls in Business	2½	Administration	2½
Labor Legislation —		Forms Design and Control	2½
Union-Management Relations	2½	Office Systems and Procedures	2½
Labor Agreement	2½	Human Relations	5
Public Speaking —		Practical Training Methods	2½
Parliamentary Procedure	2½	Techniques of Supervision	2½
Statistics	5	Electives	5
Elective	2½		

*Courses other than those shown under the options may be taken upon approval of the dean if they conform to the student's need. Special programs will be arranged to meet specific needs of students.

Sales	<i>Semester Hours</i>	Sales	<i>Semester Hours</i>
Marketing.....	5	Sales Management.....	2½
Managerial Accounting.....	5	Business Statistics.....	5
Business Law.....	7½	Market Research.....	2½
Prin. Salesmanship.....	2½	Advertising Principles.....	2½
Techniques of Salesmanship.....	2½	Sales Promotion.....	2½
Consumer Packaging.....	2½	Business Planning and Research.....	5

Students planning to continue for the Master's Degree in the Graduate Division of the School of Business should consult with the Dean regarding courses that will meet the prerequisite requirements.

Credit and Financial Management Institute

Business Management and the public are becoming increasingly aware of the responsibilities and professional obligations of the credit executive, whose work covers every important area of commercial and industrial activity. Credit dispositions affect the economic, social and moral welfare of peoples of all levels of our national life.

For the persons aspiring to a career in credit management, training on a professional level is a necessity. The program offered in the CREDIT AND FINANCIAL MANAGEMENT INSTITUTE and through the B.B.A. Degree curriculum is designed to qualify credit office personnel and others, whose interests and work are indirectly related to credit functions, for posts of greater responsibility and trust.

The Boston Chapter, National Institute of Credit, co-operates with the School of Business, Northeastern University, in sponsoring these courses of training. Satisfactory completion of the courses prepares the students for the examination to qualify for the Awards of Associate and Fellow of the National Institute of Credit. Examinations are set and given by the National Institute. Students are asked to consult with the Dean for details of the examinations and awards.

The Certificate Program

The CREDIT AND FINANCIAL MANAGEMENT INSTITUTE of the School of Business awards Certificates upon completion in the School of Business of the required courses listed below plus additional elective courses to equal forty (40) semester hours of credit.

Course Numbers		Required Courses	Semester Hours of Credit
D 33		Credit Fundamentals	2½
D 34		Advanced Credits and Credit Problems	2½
A 13-14		Managerial Accounting	5
Ec 1-2		Business Economics	5
Ec 5-6		Financing Business Operations	5
L 13		Law I (Contracts and Agency)	2½
L 12		Creditors' Rights	2½
E 5		Public Speaking	2½
D 8		Principles of Salesmanship	2½
L 11		Negotiable Instruments	2½
Elective Courses			
D 37-38		Principles of Distribution	5
Ec 11-12		Financial Policy and Planning	5
IR 8		Techniques of Supervision	2½
IR 5		Psychology	2½
OM 2		Office Organization and Administration	2½
D 31		Purchasing	2½
A 31		Analysis Financial Statements	2½
D 21-22		Foreign Trade, Principles and Practices	5
E 1-2		Business English	5

B.B.A. Degree in Credit Management

Credits earned in any of the above courses may be applied toward the requirements for the B.B.A. Degree in Management — Credit and Financial Management Option as shown on page 46.

Institute for Business and Professional Secretaries

Today, more than ever, with the increased tempo of defense production, business and industry are looking toward qualified women to assume positions of administrative responsibility. To meet these needs women with secretarial training may supplement this background with further knowledge and information through professional courses related to the operations of their respective departments or organizations. The combination of proficiency in the secretarial sciences with training through specialized courses related to their fields of employment considerably enhances their value and provides the avenue for advancement into positions of major importance with higher salaries. For those who have not had previous instruction in secretarial science, such courses will be included in their programs. Advanced standing credit, up to a maximum of fifteen (15) semester hours, may be awarded to those who have satisfactorily completed courses elsewhere and/or can achieve satisfactory performance in the secretarial sciences through proficiency examinations.

Students may register for individual courses, complete the requirements of forty-five (45) semester hours for the Certificate, or apply the credits earned toward the B.B.A. Degree in any of the curricula outlined on pages 42 to 59.

The program for each student will be recommended and planned on an individual conference basis. In each case, however, there will be a core of basic required courses which will be supplemented by elective courses selected to serve most adequately the student's specific needs. Certain suggested programs are outlined below.

Required Courses

Course No.		Semester Hours	Course No.		Semester Hours
S1	Shorthand I (Elementary).....	2½	E1	Business English—Bus. Corr...	2½
S2	Shorthand II (Intermediate)...	2½	E2	Business English—Rep. Writing	2½
S3	Typewriting I (Elementary)....	2½	OM2	Office Organ. & Admin.....	2½
S4	Typewriting II (Intermediate)...	2½	OM1	Scientific Man. in Off. Prac....	2½

Suggested Electives in Specialized Areas

Accounting			Finance		
A41-42	Basic Federal Taxes	5	A31	Analysis Fin. Statements .	2½
Ec1-2	Business Economics.....	5	Ec1-2	Business Economics.....	5
L13, 14, 15	Business Law I, II, III.....	7½	Ec5-6	Financing Bus. Oper.....	5
A36	English for Accountants ..	2½	Ec9-10	Bus. Plan. & Research ..	5
L16	Government Controls.....	2½	Ec7-8	Business Statistics.....	5
A13-14	Managerial Accounting ..	5	Ec13	Investments, Principles...	2½
A16	Managerial Cost Controls	2½	A13-14	Managerial Accounting...	5
Ec5-6	Financing Bus. Oper.....	5	Ec118	Monetary Policy.....	2½
A15	Fin. & Admin. Acctg....	2½	Ec11-12	Financial Pol. & Plg.....	5
Credit Management			Engineering		
A31	Anal. Fin. Statements....	2½	IM3	Basic Tech. for Prod.....	2½
Ec1-2	Business Economics.....	5	Ec7-8	Business Statistics.....	5
Ec5-6	Financing Bus. Oper.....	5	A13-14	Managerial Accounting...	5
L13, 14, 15	Business Law I, II, III....	7½	IM22	Industrial Experimentation	2½
D34	Credit, Advanced Probs...	2½	IM7	Ind. Insp. & Mats. of Prod.	2½
D33	Credit Fundamentals.....	2½	IM11	Prin. Prod. Planning.....	2½
A13-14	Managerial Accounting ..	5	IM12	Production Control.....	2½
Ec11-12	Fin. Pol. & Plan.	5	IM15	Production Processes.....	2½
IR5	Psychology for Business...	2½	IM13	Statistical Qual. Cont.....	2½
D35	Credit, Consumer	2½	IM1	Work Simplification I.....	2½
Advertising			Special Technical Courses		
D15	Advertising Copy.....	2½	Foreign Trade		
D17	Advertising Media.....	2½	Ec1-2	Business Economics.....	5
D10	Advertising Principles...	2½	Ec7-8	Business Statistics.....	5
D16	Advertising Production...	2½	Ec21	Economic Geography.....	2½
D3	Prin. Salesmanship	2½	D21-22	Foreign Trade.....	5
E9-10	Writing for Bus. Publ.	5	Ec22	Internat'l Economics.....	2½
D7	Market Research.....	2½	D23	Leg. Aspects For. Trade ..	2½
D37-38	Prin. of Distribution.....	5	L13, 14, 15	Bus. Law I, II, III.....	7½
R4	Merch. Dis. for Sales Prom.	2½	A13-14	Managerial Accounting...	5
D18	Packaging, Consumer.....	2½	D37-38	Prin. of Distribution.....	5
IR5	Psychology for Business ..	2½	D7	Market Research.....	2½
R3	Retail Store Advertising..	2½	Ec5-6	Financing Bus. Oper.....	5
D6	Sales Promotion.....	2½			

Course No.		Semester Hours	Course No.		Semester Hours
Insurance			Production, Cont.		
In11-12	Casualty Insurance.....	5	D31	Purchasing.....	2½
In17-18	Fidelity, Surety, & Crime ..	5	IM5	Time Study I.....	2½
In13-14	Fire & Allied Lines.....	5	IM1	Work Simplification I....	2½
In15-16	Inland Marine.....	5	Purchasing		
In5-6	Claims Procedure.....	5	Ec7-8	Business Statistics.....	5
In21-22	Life Insurance.....	5	D21-22	Foreign Trade.....	5
In23	Group Insurance.....	2½	A13-14	Managerial Accounting... ..	5
In1-2	Fundamentals, Insurance ..	5	IM7	Ind. Insp. & Mats. of Prod..	2½
L13, 14, 15	Bus. Law I, II, III.....	7½	L13, 14, 15	Bus. Law I, II, III.....	7½
A13-14	Managerial Accounting... ..	5	D3	Prin. of Salesmanship ..	2½
Ec7-8	Statistics.....	5	IM15	Production Processes.....	2½
IR11-12	Human Relations.....	5	IM13	Quality Control.....	2½
Law			Real Estate		
A41-42	Basic Federal Taxes.....	5	RE1	Real Est. Fundamentals ..	2½
L5-6	Contracts.....	5	RE2	R.E. Law & Convey.....	2½
L7-8	Corp., Part., Agcy.....	5	RE7	Real Estate Finance.....	2½
L12	Creditors' Rights.....	2½	RE5	R.E. Invest. & Mgmt.....	2½
L16	Government Controls.....	2½	RE9	R.E. Selling & Adv.....	2½
L9	Law of Sales.....	2½	RE6	Operating R.E. Bus.....	2½
A13-14	Managerial Acctg.....	5	RE11	R.E. Appraisal—Resi.....	2½
L11	Negotiable Instruments... ..	2½	RE13	R.E.Ap.—Comm. & Ind..	2½
RE1	Real Est. Fundamentals.....	2½	Ec1-2	Business Economics.....	5
RE2	R.E. Law & Convey.....	2½	L13, 14, 15	Bus. Law I, II, III.....	7½
PA23	Sociology.....	4	In11-12	Casualty Insurance.....	5
PA25	Criminology.....	4	In13-14	Fire Insurance.....	5
Office Management			A13-14	Managerial Accounting... ..	5
Ec1-2	Business Economics.....	5	Ec5-6	Financing Bus. Oper.....	5
D33	Credit Fundamentals.....	2½	Retailing		
IR15	Employment Testing.....	2½	A13-14	Managerial Accounting... ..	5
OM3	Forms Design.....	2½	D37-38	Prin. of Distribution	5
IR11-12	Human Relations.....	5	R4	Merch. Dis. for Sales Prom..	2½
IM9	Job Anal. & Evaluation.....	2½	IR11-12	Human Relations	5
A13-14	Managerial Accounting... ..	5	IR6	Prac. Training Methods... ..	2½
OM4	Office Syst. & Proc.....	2½	D3	Prin. Salesmanship.....	2½
IR6	Prac. Training Methods... ..	2½	IR5	Psychology for Business ..	2½
IR5	Psychology for Business... ..	2½	R3	Retail Store Advertising ..	2½
D31	Purchasing.....	2½	D35	Credit, Consumer	2½
IR8	Tech. of Supervision.....	2½	R1	Retail Store Merchan.....	2½
Personnel and Industrial Relations			R5	Retail Store Management..	2½
Ec7-8	Business Statistics.....	5	Sales		
In11	Cas. Ins.—Work. Comp..	2½	D15	Advertising Copy.....	2½
IR15	Employ. Testing.....	2½	D17	Advertising Media.....	2½
IR11-12	Human Relations.....	5	D10	Advertising Principles... ..	2½
IR5	Industrial Psychology.....	2½	D16	Advertising Production... ..	2½
IR25	Labor Agreements.....	2½	L13, 14, 15	Business Law I, II, III....	7½
IM9	Job Anal. & Evaluation... ..	2½	Ec7-8	Business Statistics.....	5
IR23	Labor Leg., Un.-Mgmt. Rel..	2½	D33	Credit Fundamentals.....	2½
IR24	Lab. Leg., Stds. & Cond..	2½	A13-14	Managerial Accounting... ..	5
	Emp.....	2½	D37-38	Prin. of Distribution	5
IR22	Lab.-Mgmt. Relations	2½	D7	Market Research.....	2½
A13-14	Managerial Accounting ..	5	D18	Consumer Packaging	2½
IR13	Persnl. Mgmt. Practices... ..	2½	D3	Prin. Salesmanship.....	2½
IR6	Prac. Training Methods... ..	2½	D5	Sales Management.....	2½
IM5	Time Study I.....	2½	D6	Sales Promotion.....	2½
Production			Transportation & Traffic Management		
IM3	Basic Tech. for Prod.....	2½	T13-14	Motor Carrier Acctng... ..	5
L13, 14, 15	Bus. Law I, II, III.....	7½	T5-6	I.C.C. Prac. & Proc.....	5
A13-14	Managerial Accounting... ..	5	T11	Motor Carrier Opera.....	2½
IM7	Ind. Insp. & Mats. of Prod..	2½	T7-8	Rates and Tariffs.....	5
IM21	Industrial Safety.....	2½	T3	Traffic Management.....	2½
IM9	Job Analysis.....	2½	T1	Transportation Practices... ..	2½
IM11	Principles of Production... ..	2½	In11-12	Casualty Insurance.....	5
IM12	Production Control.....	2½	In15-16	Inland Marine Insurance... ..	5
IM15	Production Processes.....	2½	L13, 14, 15	Business Law I, II, III....	7½
			A13-14	Managerial Accounting... ..	5

Institute of Distribution

The broad field of distribution represents a facet of our economy which possesses great challenges and opportunities. The serving of current needs and the creation of new markets are fundamental to the welfare and progress of our society. Changes are in constant process in this dynamic field. Some of the major reductions in cost of materials to the consumer demanded by our competitive system will result in the development of more effective procedures requiring highly trained personnel.

The Institute of Distribution represents a program of basic courses for persons employed in as well as for those seeking opportunities in one of its several branches.

The student may enroll for one or more individual courses, complete the requirements of the Certificate Program, or use the credits earned toward the B.B.A. degree.

The Certificate Program

The Certificate requires the completion of thirty (30) semester hours of credit from courses selected from those listed below:

Required Courses

<i>Course Numbers</i>	<i>Courses</i>	<i>Semester Hours of Credit</i>
D 1-2	Marketing Principles	5
D 10	Advertising Principles	2½
D 3	Salesmanship Principles	2½
T 1	Transportation Practices	2½

Elective Courses

D 15	Advertising Copy	2½
D 14	Advertising, Direct Mail	2½
D 17	Advertising Media	2½
D 11	Advertising Workshop	2½
D 18	Consumer Packaging	2½
D 33	Credit, Commercial	2½
D 35	Credit, Consumer	2½
R 4	Merchandise Display for Sales Promotion	2½
D 31	Purchasing	2½
R 1	Retail Store Merchandising	2½
R 5	Retail Store Management	2½
D 5	Sales Management	2½
D 6	Sales Promotion	2½
D 8	Techniques of Salesmanship	2½
D 12	Sales Executive Training	2½
T 3	Traffic Management	2½

B.B.A. Degree in Management

Credits earned in any of the above courses may be applied toward the semester hours required for the B.B.A. Degree in Business Management as shown on page 45. Students registering for this program should consult with the Dean to arrange a program of courses which will most adequately satisfy their training needs.

Institute of Industrial and Commercial Material Handling

Material Handling represents the main frontier in production for cost reduction. The potentials are evident when it is estimated by many authorities that in the average plant —

- ... 50 tons of material are moved for every ton of finished product
- ... handling costs up to 25 cents of every manufacturing dollar
- ... 25% of all industrial accidents are attributable to material handling

The Institute provides a vigorous and forward-looking program of practical training for those currently employed in material handling sales, engineering, administration, or other related areas of production and distribution. The program is designed to help meet the need for personnel trained in this important phase of industrial activity.

The student may select an individual course, complete the requirements of the Certificate Program, or use the credits earned toward the B.B.A. Degree Curriculum in Production Management — Industrial and Commercial Material Handling. (See pages 87 and 88.)

The Certificate Program

The Certificate requires the completion in the School of Business of thirty (30) semester hours of credit from courses listed below. Students who can establish proficiency in any of the required courses through practical experience, or who have completed any of them previously in another institution, may substitute other related courses upon approval of the Dean.

Required Courses

Course Numbers	Courses	Semester Hours of Credit
IM 1	Work Simplification I	2½
IM 11	Principles of Production Planning	2½
IM 12	Production Control	2½
IM 41-42	Material Handling — Fundamentals	5
IM 43	Material Handling — Cost Determination	2½
IM 44	Material Handling — Engineering Principles	2½
IM 45	Material Handling — Problem Analysis	2½

Elective Courses

IM 3	Basic Technology for Production	2½
A 13-14	Managerial Accounting	5
IM 15	Production Processes	2½
IM 46	Material Handling — Conveyorization	2½
IM 47	Material Handling — Commercial Carriers	2½
IM 48	Material Handling — Industrial Warehousing	2½
IM 49	Material Handling — Yard Handling	2½
IM 50	Material Handling — In-Process Handling	2½
IM 51	Material Handling — Multi-Story Buildings	2½
IM 52	Material Handling — Bulk Materials	2½
D 9	Industrial Packing and Packaging	2½
IM 21	Industrial Safety	2½
D 31	Purchasing	2½
IM 19-20	Plant Layout	5

B.B.A. Degree in Production Management

Credits earned in any of the above courses may be applied toward the semester hours required for the B.B.A. Degree in Production Management. Students registering for this program should consult with the Dean to arrange for a program of courses which will most adequately satisfy their training needs.

Institute of Insurance

Designed to meet a demand for a practical approach to the basic principles and practices of current procedures and operations in the field of insurance, the Institute of Insurance offers an integrated program of courses, each closely interrelated with the appropriate policy forms, endorsements and manuals.

These courses should prove of especial value to office workers in insurance companies as a preparation for advancement or for those who may be employed as or who plan to train to become agents, brokers, fieldmen or underwriters.

The complete program including thirty (30) semester hours may be completed in two academic years. The courses will include those listed below as required courses, plus other elective courses to make a total of thirty (30) semester hours.

Required Courses

<i>Course Numbers</i>	<i>Courses</i>	<i>Semester Hours of Credit</i>
In 1-2	Insurance Principles	5
In 11-12	Casualty Insurance	5
In 13-14	Fire and Allied Lines	5
In 15-16	Inland Marine Insurance	5
In 17-18	Fidelity and Surety Bonds and Crime Insurance	5

Elective Courses

In 21-22	Life Insurance	5
A 13-14	Managerial Accounting	5
Ec 1-2	Business Economics	5
L 13, 14, 15	Business Law I, II and III	7½
Ec 7-8	Business Statistics	5
In 5-6	Claims Procedure	5
Ec 5-6	Financing Business Operations	5
IM 21	Industrial Safety	2½
D 3	Prin. Salesmanship	2½
E 5	Public Speaking	2½

B.B.A. Degree in Management

Credits earned in any of the above courses may be applied toward the semester hours required for the B.B.A. Degree in Business Management as shown on page 45. Students registering for this program should consult with the Dean to arrange a program of courses which will most adequately satisfy their training needs.

Institute of Retailing

Rapid changes have come about in the distribution of merchandise. This is especially true in the retail store phase of the field. During recent years, many factors such as rapidity of style changes, the increase in size of retail stores, and the keenness of competition have helped to make the management of a retail business more complex and difficult. Progressive stores have already done considerable in the nature of applying the scientific approach to some of these problems. In such a fast moving field, the store management is constantly in search of those who are qualified through adequate training and experience to assume responsibility and authority.

The courses included in the Institute of Retailing are designed to provide an integrated program of study for men and women who desire to train for positions of managerial responsibility in the field of retailing. Students may register for single courses or for the complete programs leading to

- I. The Certificate
- II. The Degree of Associate in Management
- III. The Degree of Bachelor of Business Administration in Management

I. The Certificate Program

The Certificate requires the completion of the thirty (30) semester hours of credit in the Required Courses listed as follows:

Required Courses		
Course Numbers	Courses	Semester Hours of Credit
Ec 1-2	Business Economics	5
D 37-38	Principles of Distribution	5
D 3	Principles of Salesmanship	2½
R 1	Retail Store Merchandising	2½
D 10	Advertising Principles	2½
R 3	Retail Store Advertising	2½
R 6	Consumer Credit	2½
R 5	Retail Store Management	2½
R 4	Display Techniques	2½
D 8	Techniques of Salesmanship	2½
		30

II. The Degree of Associate in Management

The Associate Degree may be earned by completing a total of sixty (60) semester hours. In addition to the above thirty semester hours of required courses, the student must complete thirty semester hours of additional credit in courses chosen in consultation with the Dean.

III. B.B.A. Degree in Management

Students wishing to apply credits in either of the above programs toward the B.B.A. Degree should consult with the Dean who will arrange a program of courses to meet the degree requirements, allowing specialization in the field of retailing.

SPECIAL COURSES

Each year special courses will be offered in specific aspects of retailing. Many of these courses will be accepted for degree credit as elective courses.

Institute of Transportation and Traffic Management

Transportation as a phase of the distribution of raw materials and processed merchandise is assuming a degree of major importance in our American economy. The flexibility of the trucking industry is changing many of our concepts of inventories and methods of operation. This, plus the cost factor, requires effective management of the handling and shipment of goods.

Two standards of professional achievement exist today in the field of Transportation and Traffic Management. One is admission to practice before the bar of the Interstate Commerce Commission; the other is admission to the American Society of Traffic and Transportation, Inc. Examinations for the former are given twice yearly by the Interstate Commerce Commission. Successful completion of the examination qualifies one to present cases and represent clients before the Commission. Examinations for the latter are announced periodically by the association. Successful completion of the examination carries with it a certificate of accomplishment that is very highly regarded in the fields of Transportation and Traffic Management.

The Institute program outlined below is designed to accomplish two objectives: (1) Provide an intensive training in the fields of Transportation and Traffic Management, as well as a supplementary background in the broader aspects of business administration; (2) prepare individuals specifically for the two examinations discussed above. The courses marked with an asterisk (*) are those most necessary for this preparation.

The Certificate Program

To qualify for the Certificate, a student must complete the following required courses, plus a sufficient number of elective courses to make a total of thirty (30) semester hours.

Required Courses

Course Numbers	Courses	Semester Hours of Credit
T 1	Transportation Practices	2½
T 3	*Traffic Management	2½
T 4	*Advanced Traffic Management Problems	2½
T 5-6	*I.C.C. Practice and Procedure	5
T 7-8	*Rates and Tariffs	5
T 15	*Freight Claims for Loss and Damage	2½

Elective Courses

T 9	Commercial Warehousing	2½
T 11	Motor Carrier Operations	2½
T 26	Motor Carrier Sales	2½
T 27	Motor Carrier Traffic Management	2½
IM 47	Material Handling—Commercial Carriers	2½
T 17	*Advanced Transportation Economics	2½
T 21	Ocean Transportation	2½
T 23	Air Cargo Transportation	2½
T 25	Transportation Insurance	2½
Ec 1-2	*Business Economics	5
L 13, 14, 15	Business Law I, II and III	7½
L 16	*Government Controls in Business	2½
D 9	Industrial Packaging and Packing	2½

B.B.A. Degree in Management

Credits earned in any of the above courses may be applied toward the semester hours required for the B.B.A. Degree in Business Management as shown on page 45. Students registering for this program should consult with the Dean to arrange a program of courses which will most adequately satisfy their training needs.

Labor Relations Institute

The management of labor relations presents the most vital and challenging aspect of our industrial development of the immediate future. Continuance of our American way of industrial democracy demands a harmonious understanding of the underlying principles of labor and industrial management for the peaceful adjustment of their common problems.

The Labor Relations Institute of Northeastern University was organized to serve this need. It is dedicated to the service of both labor and management. It directly concerns the work of industrial and labor executives, plant managers, personnel directors, union shop councillors and stewards.

Required Courses

LABOR-MANAGEMENT RELATIONS — The history and development of Collective Bargaining	THE LABOR AGREEMENT — Negotiation and Administration
LABOR LEGISLATION — Union-Management Relations	LABOR RELATIONS SEMINAR
	BUSINESS ECONOMICS I & II

Elective Courses

MANAGERIAL ACCOUNTING	WORK SIMPLIFICATION I
CONFERENCE LEADERSHIP	WORK SIMPLIFICATION II
INDUSTRIAL PSYCHOLOGY	HUMAN RELATIONS
INDUSTRIAL SAFETY	EMPLOYMENT TESTING
JOB EVALUATION, MERIT RATING	PUBLIC SPEAKING
LABOR LEGISLATION — Conditions of Employment	TIME STUDY I
PRACTICAL TRAINING METHODS	TIME STUDY II
	WAGE ADMINISTRATION

Students may register for the complete program or may take any one or more of the courses which serve their particular needs. They may complete the entire program by attending three evenings per week for two years. Each individual course is one semester or seventeen weeks in length and carries two and one-half semester hours of credit for students qualified for the degree programs of Northeastern University Evening School of Business.

Advisory Committee

The Advisory Committee to the Labor Relations Institute is composed of representatives of labor, management, and public agencies. They were chosen on the basis of their leadership in the field, their broad-minded approach to labor-management problems, and their interest in education as a means of developing better relationships.

BERNARD M. ALPERT, Regional Director
National Labor Relations Board

WILLIAM BELANGER
Textile Workers of America

OSCAR B. BENSON
Industrial Relations Department
Boston Edison Company

JACOB BLUME
Amalgamated Clothing Workers of America

ALBERT COULTHARD, Former Commissioner
Massachusetts Labor Relations Commission

JAMES J. HEALY, Labor Arbitrator
Former Assistant N. E. Regional Director
War Labor Board

KENNETH KELLEY, Secretary-Treasurer
Massachusetts State Federation of Labor

E. ROBERT LIVERNASH
Industrial Relations Manager
J. F. McElwain Company

WENDELL D. MACDONALD, Regional Director
Bureau of Labor Statistics, U. S. Department of Labor

JAMES NELSON, Assistant Regional Director
U. S. Department of Labor

GEORGE E. ROEWER, Attorney

Office Management Institute

The profession of office management has developed rapidly in scope and status in response to the technical and diversified nature of the problems arising and the current trends toward the scientific approach to the solutions of these problems. Heretofore, the efforts toward simplified work procedures have been related primarily to the plant ends of production. Its extension to office procedures is vital to the necessary reduction of the ever-mounting overhead created by increased costs.

The Office Management Institute is designed to serve those already employed in the field by providing instruction necessary for simplification and standardization of their operational tasks. The courses should have an appeal for systems analysts, accountants, office managers, sales managers, engineers, comptrollers, etc. It also provides a formal and planned program of training for those intending to make their careers in this profession.

The student may select an individual course, complete the requirements of the Certificate Program, or use the credits earned toward the B.B.A. Degree.

The Certificate Program

The Certificate requires the completion of thirty (30) semester hours of credit from courses selected from those listed below:

Required Courses

SCIENTIFIC MGT. IN OFFICE PRACTICE	2½	OFFICE ORGANIZATION AND ADMINISTRATION	2½
FORMS DESIGN AND CONTROL	2½	OFFICE SYSTEMS AND PROCEDURES	2½
MANAGERIAL ACCOUNTING (or equivalent)	5	TECHNIQUES OF SUPERVISION	2½

Elective or Related Courses

BUSINESS ENGLISH	PRACTICAL TRAINING METHODS
BUSINESS CONFERENCES	PUNCH CARD ACCOUNTING
ELECTRONIC DATA PROCESSING SYSTEMS	STATISTICS, BUSINESS & INDUSTRIAL
EMPLOYMENT TESTING	SYSTEMS ANALYSIS FOR
HUMAN RELATIONS	IMPROVEMENT
LABOR-MANAGEMENT RELATIONS	WAGE ADMINISTRATION

B.B.A. Degree in Management

Credits earned in any of the above courses may be applied toward the hours required for the B.B.A. Degree in Business Management as shown on page 51. Students registering for this program should consult with the Dean to arrange a program of courses which will most adequately satisfy their training needs.

Production Management Institute

The Production Management Institute presents an integrated program of courses for those specifically related to or interested in the plant ends of manufacturing. With each course designed to treat the subject matter in detail and thereby stand alone as a unit, the program achieves integration by the use of projects which carry through the several courses in sequence, developing a complete picture of the methods and procedure encountered in the over-all practical problems of production. This integration makes possible the thorough study of a highly technical field with limitless detail which otherwise could be approached only in a superficial manner.

This program should have direct values to those currently employed in one of the several operating manufacturing departments as well as those who wish to plan for careers in this area of management.

The student may select an individual course, complete the requirements of the Certificate Program, or use the credits earned toward the B.B.A. Degree in the Production Management curriculum outlined on page 53.

The Certificate Program

The Certificate requires the completion in the School of Business of thirty (30) semester hours of credit from courses listed below. Students who can establish proficiency in any of the required courses through practical experience, or who have completed any of them previously in another institution, may substitute other related courses upon approval of the dean.

Required Courses

<i>Course Numbers</i>	<i>Courses</i>	<i>Semester Hours of Credit</i>
IM3	Basic Technology for Production	2½
IM25	Estimating for Production	2½
A13-14	Managerial Accounting	5
IM11	Principles of Production Planning	2½
IM12	Production Control	2½
IM15	Production Processes	2½
IM1	Work Simplification I	2½

Elective Courses

Ec7	Business & Industrial Statistics	2½
IM7	Industrial Inspection & Materials of Production	2½
IM21	Industrial Safety	2½
IM9	Job Analysis and Evaluation	2½
IR25	Labor Agreement	2½
IR22	Labor-Management Relations	2½
IM41-42	Material Handling — Fundamentals	5
IM45	Materials Handling Problems	2½
IR11-12	Human Relations	5
IM19-20	Plant Layout	5
IR6	Practical Training Methods	2½
IM13	Quality Control in Industry	2½
IM10	Synthetic Time Standards (M.T.M.)	2½
IR8	Techniques of Supervision	2½
IR5	Time Study I	2½
IM2	Work Simplification II	2½

B.B.A. Degree in Production Management

Credits earned in any of the above courses may be applied toward the semester hours required for the B.B.A. Degree in Production Management. Students registering for this program should consult with the Dean to arrange for a program of courses which will most adequately satisfy their training needs.

Quality Control Institute

The application of statistical methods to the control of quality — a comparatively new management tool — has produced significant results in:

- Improved quality of manufactured product
- Increased productivity of labor and machines
- Reduction in scrap, rework, tool and machine down-time costs
- Decrease in rejects
- Increased effectiveness of supervision
- Improved quality of purchased materials
- Providing of scientific analysis of product specification

Quality Control has effective application to both large and small organizations. It warns when trouble is imminent and tells where and when to look for the source of the trouble. It indicates when a process should be changed for increased economy. By appropriate sampling techniques it provides a constant control of materials used, the production processes, and the inspection of the final product, resulting in reduction of costs and the production of a higher percentage of acceptable units.

The courses are designed to serve persons specializing in *Quality Control* or those wishing to include it in the Degree Program in Production Management.

The Certificate Program

The Certificate requires the completion in the School of Business of thirty (30) semester hours of credit, at least twenty (20) of which are in the required courses. The remainder may be selected from the elective courses listed or other courses related to the field after consultation with the dean.

Required Courses

<i>Courses</i>	<i>Semester Hours</i>
Basic Technology for Production	2½
Industrial Inspection and Materials of Production	2½
Business and Industrial Statistics I	2½
Business and Industrial Statistics II	2½
Quality Control in Industry	2½
Advanced Quality Control	2½
Industrial Experimentation	2½
Managerial Control — Quality	2½
Quality Control Seminar	2½

Elective Courses

Principles of Production Planning	2½
Production Processes	2½
Work Simplification I, II	5
Techniques of Supervision	2½
Psychology for Business and Industry	2½
Management Statistics	2½
Introduction to Sampling	2½

B.B.A. Degree in Production Management

Credits earned in any of the above courses may be applied toward the semester hour requirements for the B.B.A. Degree in Production Management as shown on page 53. Students registering for this degree program should consult with the Dean to arrange a program of courses which will most adequately serve their individual needs.

Real Estate Institute

The social and economic importance of real estate has been impressed upon us since World War II. Conditions in the field have changed rapidly since that time to the extent that real estate is no longer a local phenomenon but rather a national problem. It becomes increasingly important, therefore, that persons be trained in the economics as well as the legal and financial problems for either personal use or for operational purposes as brokers, financiers, managers, investors, or land planners.

The courses comprising the INSTITUTE OF REAL ESTATE are designed as practical tool courses for those training for or directly associated with concerns actively engaged in real estate ownership, conveyancing, and management as lawyers, real estate agents and brokers, property managers, conveyancers, builders, municipal land planners, or employees of banks, insurance companies, and other financial institutions with major investments in real estate.

Students may register in single courses or for complete programs leading to

- I. The Certificate
- II. The Degree of Associate in Management
- III. The Degree of Bachelor of Business Administration.

The Certificate Program

To qualify for the Certificate, a student must complete in the School of Business a minimum of thirty (30) semester hours of credit. The courses will include those listed below as required, plus additional elective courses to equal the required total.

Required Courses		
Course Numbers	Courses	Semester Hours of Credit
RE 1	Real Estate Fundamentals	2½
RE 2	Real Estate Law and Conveyancing	2½
RE 5	Real Estate Management	2½
RE 7	Real Estate Finance	2½
RE 6	Operating a Real Estate Business	2½
RE 9	Real Estate Sales & Advertising	2½
RE 13	Real Estate Appraisal, Commercial & Industrial Properties	2½
RE 11	Real Estate Appraisal, Residential Properties	2½
A 13-14	Managerial Accounting	5
Elective Courses		
L 13, 14, 15	Business Law I, II, III	7½
Ec 1-2	Business Economics	5
Ec 7	Business Statistics	2½
RE 15	City and Regional Planning	2½
D 37-38	Principles of Distribution	5
D 3	Principles of Salesmanship	5
D 10	Principles of Advertising	2½
E 5	Public Speaking	2½
RE 17	Small Home Construction	2½

B.B.A. Degree in Management

Credits earned in any of the above courses may be applied toward the semester hour requirements for the B.B.A. Degree in Management as shown on page 55.

School of Business

Description of Courses

THE UNIVERSITY reserves the right to withdraw, modify, or add to the courses offered, or to change the order of courses in curricula as may seem advisable.

The University further reserves the right to withdraw in any year any elective or special course for which less than twelve enrollments have been received. Regular students so affected by such withdrawal will be permitted to choose some other course. In the case of special students, a full refund of all tuition and other fees will be made.

The University also reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

All full-year courses are numbered with a double consecutive number and all half-year courses with a single number. The letter or letters immediately preceding the numbers indicate the classification of the course. The number of class sessions indicated for each course includes the final examination session. All full-year courses will have mid-year examinations and course credit will be granted on a semester basis.

ACCOUNTING (A)

Applicants for admission to the School who have had experience in accounting or bookkeeping or who have pursued systematic courses in institutions of less than college grade may take an examination for placement purposes in Introductory Accounting. Those who pass this examination will be admitted to Intermediate Accounting and may substitute an elective course in lieu of Introductory Accounting.

A 1-2 INTRODUCTORY ACCOUNTING

This course provides basic instruction for those who plan to specialize in accounting or for those who wish to enroll later for more advanced courses. Emphasis is placed upon proprietorship accounts, including books of entry, statements, business practices, adjustments, and an introduction to partnership accounts. Drill and practice work are required for proficient handling of simple accounting transactions.

(No previous knowledge of bookkeeping or accounting necessary)

5 semester hours credit

A 3-4 INTERMEDIATE ACCOUNTING

A continuation of Introductory Accounting, treating with problems of the partnership and corporate forms of business entities. Accounts for a manufacturing business are introduced. In addition to the drill and practice work on accounting technique, a mastery of many accounting principles is required.

(Prerequisite, A 1-2)

5 semester hours credit

A 5-6 ACCOUNTING PROBLEMS

This course is designed to develop the student's reasoning power and his ability to apply the proper accounting principles in solving a specific problem. Emphasis is placed on principles and their application rather than on individual situations. Subjects covered are the preparation of financial statements, accounting for and valuation of cash items, receivables, inventories, liabilities, and net worth accounts. Capital stock, treasury stock, and surplus are discussed in detail.

(Prerequisite, A 3-4)

5 semester hours credit

A 7-8 ADVANCED ACCOUNTING PROBLEMS

This course is designed primarily to meet the requirements of students intending to enter the accounting profession. Application of accounting principles to special situations such as partnerships, insolvent companies, estates and trusts, installment sales and consignments. Considerable time is spent on preparation of consolidated statements.

(Prerequisite, A 5-6)

5 semester hours credit

A 9-10 C.P.A. PROBLEMS

A complete review of the theories encountered in A 5, 6, 7, 8, 21, 22, 41, 42. This course is primarily for students intending to take the state C.P.A. examinations. Considerable practice is required, using largely problems from previous C.P.A. examinations. Emphasis is placed on the technique of adequate problem solutions.

(Prerequisite, A 7-8; 11, 21-22; 25; 41-42; L 13, 14, 15)

10 semester hours credit

A 11 FUND ACCOUNTING

The concept of "fund" accounting finds its application in the accounting procedures of governmental units, charities, and educational institutions. This course deals with segregation of assets and liabilities into funds and self-balancing groups required by the organization of non-profit enterprises.

Integrated into the principles of funds is the treatment of accounting controls necessitated by governmental approaches or budgets.

(Prerequisite, A 6)

2½ semester hours credit

A 13-14 MANAGERIAL ACCOUNTING

A study of the broad background of accounting and business transactions as a basis for preparing the student to analyze and interpret intelligently financial statements and other accounting reports. Topics covered are the development of accounting fundamentals, accounts for the proprietorship, partnership, and corporate forms of business organization, and preparation of financial statements.

(Prerequisite — None)

5 semester hours credit

A 15 FINANCIAL AND ADMINISTRATIVE ACCOUNTING

This is a management approach (for non-accounting majors) to various aspects of control exercised through budgetary procedures, the analysis and interpretation of financial statements, and other accounting reports as they relate to operation and the formulation of business policies.

(Prerequisite, A 13-14)

2½ semester hours credit

A 16 MANAGERIAL COST CONTROLS

Increasing emphasis on the cost factors of production and distribution necessitates a fundamental knowledge of cost procedures on the part of every student training for management responsibilities. This course is designed to provide a practical coverage of basic cost procedures related to materials, labor and manufacturing expense control, and their integration with general manufacturing accounts.

(Prerequisite, A 13-14)

2½ semester hours credit

A 21-22 COST ACCOUNTING

Acquaints the student with the relationship of cost accounting to management and administration control and shows how adequate cost systems may further the intelligent management of business enterprises. Job order, process, and standard cost systems and their integration into the general accounting system of the business are studied. Numerous problems and sets serve as the basis for a study of the various accounts, records, systems, and methods commonly used in modern cost accounting.

(Prerequisite, A 5-6)

5 semester hours credit

A 23-24 ADVANCED COST ACCOUNTING

Intended only for the student who desires to enter the field of cost accounting, this course presents advanced situations and the more intricate problems encountered in cost accounting for specialized businesses. Included in the course is a thorough study of distribution and administrative costs. Each topic is approached from the point of view of what management may expect and the use to which cost information may be put.

(Prerequisite, A 21-22)

5 semester hours credit

A 25 AUDITING

This course covers both theory and practice of auditing with emphasis on statement presentation and internal control. Procedures employed in balance sheet audits in verifying cash, receivables, inventories, investments, plant assets, intangibles, deferred charges, liabilities, capital, income, and expense accounts are covered. Attention is given to pronouncements, research bulletins and statements of auditing procedure issued by the American Institute of Accountants. Accounting theory is discussed where necessary to clarify auditing procedures.

(Prerequisite, A 5-6)

2½ semester hours credit

A 26 AUDIT PRACTICE

Audit Practice is offered primarily for students who intend to enter public accounting. A practice audit simulating the work of public accountants is conducted and an audit report prepared. Preparation of adequate working papers is emphasized.

(Prerequisite, A 25)

2½ semester hours credit

A 27 INTERNAL AUDITING

This course undertakes a study of the function of the internal auditor in ascertaining the degree of reliability of accounting and statistical data developed within the organization, the extent to which company assets are properly accounted for and safeguarded from loss, and the extent of compliance with established policies, plans, and procedures. The internal auditor's review and appraisal of the accounting, financial, and other policies and plans of the organization as a basis for protective and constructive service to management are covered. The development of working papers and writing of the report are studied and problems of human relations with personnel in other departments discussed.

(Prerequisite, A 25)

2½ semester hours credit

A 31 ANALYSIS OF FINANCIAL STATEMENTS

This course embodies a study of the techniques used by management, creditors, investors, and regulatory authorities in the analysis and interpretation of financial statements for the purpose of establishing credit ratings, determining the investment value of a business, testing the efficiency of operations, and determining whether financial and operating policies, methods, and practices should be continued or changed. The student's ability to analyze, question, determine significant omissions, to criticize constructively, and to distinguish between inferences and facts is developed by extensive use of published corporate reports. The companies selected for study are in industries important to the New England economy such as transportation, power, fuels, lumber, merchandising, textiles, electronics, machinery, paper, shoes, etc.

(Prerequisite, A 5-6)

2½ semester hours credit

A 32 CONSTRUCTIVE ACCOUNTING

To acquaint students with the principles underlying the construction of accounting systems and the procedure of system installation. The course is developed by means of problem projects beginning with an analysis of the accounting needs of a small business. By gradual steps increasingly larger businesses are studied and accounting systems developed to meet their needs. Special attention is given accounting records in relation to the expansion of the accounting system.

(Prerequisite, A 5-6)

2½ semester hours credit

A 33 BUDGET PROCEDURE

The procedures and techniques used in preparing a comprehensive budget are discussed and illustrated by the compilation of a master budget plan from sales, production, manufacturing, selling and administrative expenses through the balance sheet and profit and loss statements. A comparison of the budget and actual financial statements is prepared with explanatory notes.

(Prerequisite, A 5-6)

2½ semester hours credit

A 34 CONTROLLERSHIP

The three basic objectives of the controllership function are defined as control and protection of corporate property, compliance with legal reporting and record-keeping requirements, and assistance to management in controlling operations and formulating policies. This course covers the functions and organization of the controller's department, basic techniques employed by the controller, the interpretation of historical results and their co-ordination into the broad policy-making program of the business. The technical phases of the controller's work are covered as preparation for the study of his role as reporter, adviser, and counsellor to business management at all executive levels.

(Prerequisite, A 7-8)

2½ semester hours credit

A 35 MATHEMATICS OF ACCOUNTING

Mathematical computations required in business practice and in C.P.A. examinations are covered. Considerable practice material is assigned to develop facility and accuracy in mathematics.

Arithmetical computations: Percentages, averages, interest, discounts, partial payments, installment sales, valuation of good will, logarithms, depreciation, gross profit.

Algebraic computations: Tax and bonus problems, determination of net worth of inter-owned companies.

Actuarial science: Compound interest, compound amounts and present values; ordinary annuities and annuities due; sinking fund computations; debt amortizations; effective interest on bonds.

(Prerequisite, A 7-8)

2½ semester hours credit

A 36 ENGLISH FOR THE ACCOUNTANT

This course is designed to promote facility of expression in accounting work. Considerable practice is required in writing answers to questions on accounting theory and in preparation of reports. Emphasis is placed on use of good grammar, complete and concise expression, and in writing so that statements cannot be misunderstood.

(Prerequisite, A 3-4)

2½ semester hours credit

A 41-42 BASIC FEDERAL TAXES

A detailed study of the Federal Income Tax Law, as amended by the 1954 Code, and its application to the incomes of individuals, partnerships, corporations, and fiduciaries, including requirements for filing; taxable income — inclusions and exclusions; allowable deductions; gains and losses on sales and exchanges; dividend and stock rights; net operating losses — carry-forward and carry-back; inventory — methods of valuation, LIFO; classes of taxpayers, including estates and trusts, personal holding corporations, exempt corporations, etc.; types and preparation of various returns.

(Prerequisite, A 3-4)

5 semester hours credit

A 43-44 ADVANCED FEDERAL TAXES

This course is designed to prepare the student to handle the complicated tax problems arising in everyday business. To give the student experience in methods used in actual tax practice, he is required to study the provisions of the Internal Revenue Code, analyze numerous special tax cases and problems, and to discuss and solve them by applying relevant provisions of tax law. Solutions must be supported by citations.

(Prerequisite, A 41-42)

5 semester hours credit

A 45-46 TAX PLANNING

An advanced course in corporate tax problems, covering tax advantages and disadvantages of the corporate trust and partnership form of organization; dangers of inadequate capitalization; compensation problems, including deferred compensation, bonus plans, and pension plans; problems of close corporations; the penalty for unreasonable accumulation; corporate reorganization and liquidation; expense accounts of executives; research and development expenses; and cancellation of indebtedness. Analysis of real estate tax problems, including tax aspects of mortgages, lease agreements containing options to buy, sales and lease backs; also purchase and sale of a business, including covenants not to compete; survivorship purchase agreements; pointers on bad debts, worthlessness, and other business losses. Methods of effecting tax economies in connection with these problems will be stressed.

(Prerequisite, A 43-44 or its equivalent)

5 semester hours credit

A 47 INCOME TAX FRAUD

Meaning and evidence of fraudulent intent, willfulness and attempt involving analysis of situations and cases which show how and under what conditions penalties are imposed with administrative procedures involved; Tax Court aspects, burden of proof, statute of limitations, proof of understatement of income by net worth and expenditures method and bank deposit method, enforcement statutes and problems concerning production of records, testimony of taxpayer and third parties, rights of lawyers and accountants, the closely-held corporation and double taxation; civil and criminal fraud penalties under Internal Revenue Code as applied to individuals, corporations, estates, etc.; comparison of pertinent sections of 1939 and 1954 Codes.

2½ semester hours credit

A 48 MASSACHUSETTS STATE TAXES

The reorganization of the Department of Corporations and Taxation has given rise to many new tax provisions relating to individual and partnership returns. Chapter 62 has been amended substantially and numerous rulings have been issued by the new Commission. The material for this course has been prepared from current information and provides organized and selected references of immediate and practical value.

Legislative changes and the execution of the new tax return forms are given particular attention. The computation of the corporation excise is considered in complete detail with special emphasis placed on the various methods for computing the corporate excess measures for domestic and foreign business corporations. Chapter 63, governing the taxation of corporations, is thoroughly covered.

2½ semester hours credit

A 49 TAX PROCEDURE

A course stressing the practical everyday aspects of tax procedure with special reference to changes made by the 1954 Code. Among the matters to be covered are the following:

Recent reorganization of the Bureau of Internal Revenue: changes in procedure. Working tools of tax practice: the code, regulations and court decisions. How to find the law of your case: procedure in research, methods of presentation and proof. Preparation of returns: procedures in preparation which will minimize possibility of field examination of return. The audit process: what the agent is looking for when he examines the return, investigatory powers of the Bureau. How to represent your clients most effectively before the various branches of the Bureau: how to effect settlements at various stages. Preparation of protests and briefs. Assessments of deficiency and collection of tax: liens, their operation, effect and enforcement, Statute of Limitations. How to handle refund claims: preparation and negotiations with respect to claims for refund. Closing agreement and compromises based on inability to pay. Taxpayer's rulings: procedure for obtaining these and their effect. What is the liability of the person preparing a tax return?

2½ semester hours credit

A 50 PUNCH CARD ACCOUNTING

Designed to give accountants, methods men, and executives a working knowledge of punch card accounting, this course offers a comprehensive coverage of available equipment and of installation and operational techniques. Included are working demonstrations of International Business Machines, Remington-Rand, and Underwood-Samas machines; discussion of basic machine functions and methods designed to produce economical and efficient use of such equipment. The subjects covered include card and forms design; preparation of operating manuals; accounting room layout and work scheduling; a detailed presentation of payroll application, inventory and material, commodity billing, accounts payable, accounts receivable, plant and equipment, and bank deposit accounting.

(Prerequisite, A 13-14 or equivalent)

2½ semester hours credit

A 52 ELECTRONIC DATA PROCESSING SYSTEMS

This course is planned to acquaint the executive, accountant, methods and systems analyst with automatic electronic equipment and its potential applications. It will include a comprehensive survey of the machine components of such systems, their characteristics, and assembly to handle various business accounting problems; comparison of speed, capacity, flexibility, reliability and cost; discussion of input and output devices; general and special purpose computers and how they work, memory (storage), arithmetic and control elements, elementary programming, number systems, integrated data processing in business, economic advantages of automation and various applications in retail sales, inventory, payroll, and banking accounting. Special attention will be given to the smaller systems which are expected to gain wide acceptance.

2½ semester hours credit

A 53 ESTATE PLANNING—TAX ASPECTS

This course considers the tax aspects of estate planning under the 1954 Code to insure the maximum benefits to the family of the decedent with the minimization of tax effects in the disposition of an estate. Among other tax factors, the course includes lifetime planning of estates: lifetime gifts, revocable and irrevocable trusts, insurance ownership and dispositions, annuities, providing for minors, transfers intended to take effect at death, retained life interests, charitable trusts, provisions for liquidating of estates, stock purchase and partnership agreements. Testamentary dispositions: marital deduction, equalization of estates, life interests and remainders over. Preparation of gift and estate tax returns. Estate tax planning for closely held corporations.

2½ semester hours credit

A 57 TAX WORKSHOP

The massive 1954 Revenue Act introduces vital changes and presents many problems to the tax practitioner. The new provisions call for prompt interpretation and application. This course is designed to assist the tax practitioner to become familiar with the important provisions of the new Act and to provide a forum for the discussion of the actual problems encountered in his practice in applying the new provisions. Opportunities for tax saving will be explored and attention will be called to pitfalls to be avoided. Applicants are admitted to the workshop only on approval of the Institute Director.

2½ semester hours credit

ECONOMICS (Ec)

Economics is the basic foundation upon which the general principles of business as a science are founded. A mastery of the underlying economic laws enables the student to see clearly the forces which business men must use in arriving at solutions to their problems. An appreciation and understanding of economics is a necessary factor in the equipment of a progressive business man.

Ec 1-2 BUSINESS ECONOMICS

The study of our economic society, its institutions and their practices as essential prerequisites to the successful conduct of business affairs and to the development of intelligent citizenship. The introductory course aims to provide the significant economic principles and facts about industry, labor, money, banking, the distribution of income to the factors of production, business fluctuations, and forms of social organization. Consideration is given to current economic problems, in relation to the basic principles and laws, and to their implications for individuals, business, and government, as well as society at large.

5 semester hours credit

Ec 5-6 FINANCING BUSINESS OPERATIONS

The needs for capital in the production and merchandising of goods and services; the sources of long-term and short-term funds and their utilization form the basis for the introduction to finance as a basic function of business management. Credit instruments, trade credit, secured and unsecured loans, specialized forms of short-term financing and consumer credit are considered in the first semester. Money, the commercial banking structure, the Federal Reserve System, thrift institutions and other financial agencies and services as they relate to operations of the business firm form the basis of the second semester, which concludes with brief consideration of both international and public finance.

(Prerequisite, Ec 1-2; A 1-2; 3-4; or A 13-14)

5 semester hours credit

Ec 7 BUSINESS AND INDUSTRIAL STATISTICS

The objective of this course is to introduce students with no previous training in statistics to its practical use in analyzing problems encountered in business and industry. It presents the fundamental concepts underlying analytical method and serves as a prerequisite for advanced courses in statistics. Presented from the point of view of the business man, it is concerned with the nature and calculation of averages; measures of dispersion; measures of skewness, kurtosis, and normal curve analysis; an introduction to basic probability and its relation to sampling. Tabular and graphic presentation of data will be considered. A part of each session will be devoted to laboratory practice in the solution of problems.

2½ semester hours credit

Ec 8 BUSINESS AND INDUSTRIAL STATISTICS

This course is a continuation of Ec 7 and introduces the student to the field of time series analysis. Among the principal topics considered are the measurement of secular trends by free-hand and mathematical methods; the measurement of seasonal fluctuations; cyclical fluctuations; the general nature and calculation of index numbers; and an introduction to linear correlation. A part of each session is devoted to laboratory solution of problems.

(Prerequisite, Ec 7)

2½ semester hours credit

Ec 9-10 BUSINESS PLANNING AND RESEARCH

To assist business men to make more definite and more accurate business decisions through a broader understanding of the significant information and statistics regarding our economic system and its operations is the major objective of this course. Sources of information, strengths and weaknesses of principal measures of business activity, and the use of several widely accepted indexes in general business forecasting are a major part of the study, as well as sales forecasting, business cycle analysis, and the effects of the broadening relation of government policies upon the individual business firm.

(Prerequisites, Ec 8, Ec 11-12)

5 semester hours credit

Ec 11-12 FINANCIAL POLICY AND PLANNING

This course includes a study of the corporate form of organization, the various types of securities utilized, and the financial problems involved in promotion and expansion of enterprises, in mergers, in sale of properties, and in failures and reorganizations. Attention is devoted to the planning aspects of the corporation financial officer's job with respect to budgets, operating reports and their analysis. Policy matters such as executive compensation, dividend policies, pensions and profit-sharing plans are also dealt with.

(Prerequisite, Ec 5-6)

5 semester hours credit

Ec 13 INVESTMENT PRINCIPLES

The characteristics of the entire range of securities from government bonds to common stocks form the foundation of this course as they relate to various types of investment programs. Sources of information, mathematics and mechanics of investment and the differing analytical approach to various industries are considered primarily from the viewpoint of the individual private investor interested in practical methods of capital preservation.

(Prerequisite, Ec 11-12)

2½ semester hours credit

Ec 15-16 APPLIED SECURITY ANALYSIS

This course is designed to acquaint the student with methods used by practicing security analysts in their studies of various industries and to provide practical information useful in future analysis of companies operating in these industries. It includes review of basic principles of Security Analysis; tools used by practicing analysts; analytical study of various industries comprising our economy, including the major consumer goods, capital goods, service industries, public utilities and railroads. Practicing analysts who are specialists in their respective industries will comprise the faculty. These instructors will develop the problems affecting their industries, the methods used in appraising their outlook, and the approaches to the problems of analyzing the securities of individual companies within these industries. A term paper is required of each student, during the preparation and writing of which he is assigned to a practicing analyst for technical assistance.

(Prerequisite, Ec 13)

5 semester hours credit

Ec 17 PUBLIC FINANCE

A study of federal, state, and local taxing and spending, and of the increasing role of governments in the economy of the United States. Special attention will be paid to the problems of state and local finance in New England. Both the traditional and newer theories in this field will be covered with references to their applicability to our economy today.

2½ semester hours credit

Ec 21 ECONOMIC GEOGRAPHY

This course is concerned with the role of geography, geology, and climatology in determining the centers of population, the location of natural resources, and the development of agriculture and industry. It considers their location in terms of their natural relationship to the flow of world trade. The socio-economic principles that underlie the development of resources in different countries and climates are emphasized. It also analyzes the political-economic aspects of resource distribution and development in the form of trade and world relationship.

2½ semester hours credit

Ec 22 INTERNATIONAL ECONOMICS

This course analyzes foreign trade and finance in terms of current practices and theories. It discusses national welfare and foreign trade; international accounting and what the balance reveals; the making of international payments and documents used; the rate of exchange; international equilibrium; foreign trade and the national income; principles behind protection; trade control through the tariff, import quotas, exchange control and their evaluation; international commodity agreements and commercial treaties; monetary policy problems; the international gold standard; exchange reserve standards; exchange stabilization fund; the shortage of dollars; the International Monetary Fund; international investments.

(Prerequisite, Ec 1-2)

2½ semester hours credit

Ec 23 MANAGING PERSONAL FINANCES

The purpose of this course is to give help to young men and women with the financial problems they face in charting wise programs of handling their personal finances. It is introduced by a discussion of money, its function, dollar value, and an appreciation of true values in life, using money to achieve the same. The course continues with a consideration of the following: expense control through budgeting; wise buying methods and policies — charge accounts, installment buying; financial institutions for borrowing money; protection against risk to person and property; methods of saving; the place of life insurance in financial planning; owning a home; investing in securities; trust funds, investment trusts; making a will; business fluctuations and the planning of personal finances.

2½ semester hours credit

Ec 118 MONETARY POLICY

The Federal Reserve System is charged with regulating the amount of money in our economy. Their policies vitally affect the business community. An understanding of Federal Reserve and Treasury policies and action is essential to an understanding of our economic system. The primary purpose of the course is to integrate the student's knowledge about the causes of inflation and deflation. Discussion centers on the nature of money and credit and their influence on interest rates, prices and the level of our economy. Monetary theories are studied to the extent time permits.

(Prerequisite, Ec 11-12)

2½ semester hours credit

Ec 119 BUSINESS CYCLES AND FORECASTING

The basis of this course is the determination and analysis of the forces which produce instability in our business economy. Various theories as to the causes of cycles and the history of past fluctuations are studied to develop the ability to better appraise current economic conditions. Considerable attention is given to important statistical measures and their use in forecasting cyclical changes. Representative stabilization programs and policies are discussed and evaluated.

(Prerequisite, Ec 7-8)

2½ semester hours credit

Ec 120 MANAGEMENT STATISTICS

An intermediate level course in frequency distribution analysis and error distribution theory. Primary purpose will be to develop an orderly methodological approach to problems which can profitably be considered by systematic evaluation of the significance of statistical evidence. Use of theoretical distributions, particularly the normal, binomial and Poisson. Simple probability and sample design. Errors in generalization from sample to universe. Sampling distributions of statistics such as means, proportions, differences. Significance tests as F, t test and Chi Square. Testing of hypotheses. Confidence levels and intervals. Measures of association, explained and unexplained variance. Z transformation for significance of correlation coefficients.

(Prerequisite, Ec 7-8)

2½ semester hours credit

Ec 121 NATURE AND USE OF INDEX NUMBERS

This course will consider the theoretical defense of different index number types and the actual method of construction of a large number of widely used index numbers. Practical justification of departures from strict theory in each of the indexes considered, weighing of their strong and weak points, and indoctrination into their proper use will make up the major portion of the exposition. Mechanics of calculation of principal index types will receive attention during the first two or three weeks, but from that point on the approach will be on a modified case method relating assigned readings in theory to the following index numbers: Federal Reserve Index of Production, Consumers' Price Index, Wholesale Price and Daily Spot Market Price Indexes of the Bureau of Labor Statistics, *New York Times* Common Stock Index, Dow-Jones Industrials and Rails, SEC Stock Market Index, *Business Week* Index of Plant Maintenance Costs, Index of Prices Paid by Farmers and Prices Received by Farmers (Parity Ratio), Commonwealth of Massachusetts Index of Industrial Production, State of Connecticut and Southern New England Bell Telephone Company Indexes of General Business, State of New Mexico Index of Business Activity. Cost of Living Indexes of several Western European countries will be compared as to theory and construction with the United States Consumers' Price Index, and among themselves.

(Prerequisite, Ec 7-8)

2½ semester hours credit

Ec 122 INTRODUCTION TO SAMPLING

This course will carry the student beyond the introductory material on sampling in B & I Stat. 2. The coverage will be intensive and will include a treatment of probability and the difficulties of randomization problems. Certain non-probability sample types will be discussed due to their widespread usage. The normal, binomial and Poisson distributions will be considered as well as the theoretical distributions of common statistics as the mean, standard deviation, proportions, and differences. Significance tests will be presented and compared. Sample design for single, double and sequential plans will be treated, and the operating characteristics of each will be evaluated with regard to balancing cost and efficiency of each type of plan. Use of Military Standards, Dodge Romig and similar tables will be treated, with the practical application of sampling always stressed.

(Prerequisite, Ec 7-8)

2½ semester hours credit

Ec 123 MANAGERIAL ECONOMICS

The purpose of this course is to show how economic analysis can be used in formulating business policies. It is an attempt to bridge the gap between the logic of economic theory and the problems of policy for practical management. The course stems from the conviction that the economic theory of the firm should be the core of work in business administration and that the procedures and methods of such specialized areas as marketing, production, and accounting should be related to the broad profit-making objective of business enterprise. In developing an economic approach to executive decisions, the course draws upon economic analysis for the concepts of demand, cost, profit, competition, etc., that are appropriate for the decision. Modern methods of econometrics and market research are employed to the extent and to the degree that they are necessary for getting estimates of the relevant concept.

(Prerequisite, Ec 1-2, 5-6)

2½ semester hours credit

ENGLISH (E)

The value that comes from the effective use of good English in business reports and communications is being increasingly emphasized by business leaders. All students who are candidates for the degree or certificate are required to pursue systematic courses in English. Those having outstanding deficiencies may be required to take additional courses in English.

E 1 ENGLISH

One of the basic requirements for success in business is the ability to convey ideas in effective English. This course is designed to provide basic instruction in the fundamentals of word usage, sentence and paragraph construction. A thorough review of grammar and punctuation is provided with frequent drill. The course also includes readings and exercises in vocabulary building.

2½ semester hours credit

E 2 BUSINESS COMMUNICATIONS

This course continues the study of English 1 as it applies to the needs of business correspondence and other types of communications commonly used in business practice. The development of skills in effective expression will be developed concurrently with instruction in the psychology and currently accepted form for the varied types of business letters, inter-office memoranda, brief statements of record, short reports, etc. Selected readings and continued exercises in vocabulary development are also included.

(Prerequisite, E 1 or equivalent)

2½ semester hours credit

E 3 BUSINESS REPORTS

A study of the structure and organization of the various types of business reports. Assignments include the writing of progress, periodic, research, and business reports. The student is given practice in the collection, analysis, and interpretation of data, outlining of report materials, and the preparation and use of statistics in graphs, charts, and tables.

(Prerequisite, E 2)

2½ semester hours credit

E 5 PUBLIC SPEAKING

Those who wish to speak convincingly, to overcome self-consciousness, and to develop self-confidence will find this course meeting their needs. Students are trained in the selection and organization of speech materials, the delivery of the speech, and in other important essentials of effective speaking. The entire course is practical and not theoretical. Work is centered around the interests and topics of business men and is specifically adapted to their needs.

2½ semester hours credit

E 6 BUSINESS CONFERENCES

The management of modern business is conducted to a large extent through the use of conferences. The objective of this course is to present techniques basic to group leadership. It provides instruction in the planning, participation, and leading of conferences. Classes are limited in size to allow regular and frequent participation by students. The conference topics are carefully designed so that the discussions are means of disseminating very worthwhile information regarding business management problems.

2½ semester hours credit

E 9-10 WRITING FOR BUSINESS PUBLICATIONS

The tremendous growth in circulation of company publications calls for an increasing number of men and women trained as editors, writers, and production personnel. This course is designed to give the fundamental background for such work. It includes trade publications and their functions; house organs — internal and external; basic news gathering and writing; horizontal and vertical coverage; assignments and deadlines; copyrights and credits; publicity versus propaganda; reproduction processes; uses of color; preparation of manuscript for the printer.

5 semester hours credit

E 11 PUBLIC SPEAKING — PARLIAMENTARY PROCEDURE

This course is designed to train students in public speaking and parliamentary procedures. In content the course augments training in public speaking by adding those speech situations unique to active participation and leadership in organizations whose programs are educational, civic, social, fraternal, veteran, or labor, and whose functions as deliberative necessitate observance of basic parliamentary procedure in keeping with by-laws, constitutions, or charters. Robert's Rules of Order, Revised, is the parliamentary text used.

2½ semester hours credit

E 12 READING SKILLS

This course, which is one part of the course E 14 Speed and Comprehension in Reading, is devoted primarily to the development of correct reading techniques which lead to the ability to read faster with a higher degree of comprehension. Exercises for improving basic speed and comprehension include work with tachistoscope and films. Special attention is given to analytical reading and the improvement of study habits.

1¼ semester hours credit

E 13 VOCABULARY DEVELOPMENT

This course is designed to assist the student in developing an adequate vocabulary and in improving his ability to use this increased power of words for more effective presentation of ideas. It includes the important aspects in the development of the English language, how it has drawn from many other languages, important roots, prefixes and suffixes, antonyms for variety and force of expression, etc. E 12 is not a prerequisite for E 13, although one supplements the other.

1¼ semester hours credit

E 14 SPEED AND COMPREHENSION IN READING

The ability to read well is a skill of considerable value to students and to those in professional practice. Efficiency can generally be improved by analysis with subsequent substitution of good for bad reading habits. Special equipment for instruction and drill exercises are used to increase reading rate and comprehension. Methods to improve study habits and to develop an effective vocabulary are included.

2½ semester hours credit

INDUSTRIAL MANAGEMENT (IM)

With the complex and rapidly changing conditions of modern production, the functions of administration and management must be clearly defined and maximum economies effected. Through the problem approach, these courses train the student to supplant guesswork and trial and error processes with organized knowledge and proven management methods.

IM 1 WORK SIMPLIFICATION I

The course is designed to present the fundamental principles underlying motion analysis and work simplification. Included in the subjects considered are the following: Process and operation analysis through the use of process charts, flow diagrams, operation charts, man-and-machine charts, principles of motion economy. Work place layout, labor-saving tools and equipment, laboratory development work. Practical applications of work simplification with particular emphasis upon cost analysis.

2½ semester hours credit

IM 2 WORK SIMPLIFICATION II

Short review of Work Simplification I; advanced study and laboratory practice in operations analysis and improvement; flow process, multiflow process, and multiple activity charts; work simplification as an aid to plant layout; camera analysis; work sampling or ratio delay study; integration of methods and time study; human relations in methods engineering.

(Prerequisite, Work Simplification I or equivalent industrial experience) 2½ semester hours credit

IM 3 BASIC TECHNOLOGY FOR PRODUCTION

This lecture and laboratory course is designed to provide students possessing non-technical educational backgrounds with a basic coverage of the fundamentals of mathematics and shop drawing vital to study in the fields of industrial or production management.

The basic mathematics includes shop arithmetic, the mechanics of algebra approached on a functional basis, and an introduction into trigonometry applied to the right angle triangle. This is woven into the instruction in shop drawing which includes the use of drafting equipment, the principles of orthographic projection and sketching, blueprint reading or interpretation which considers the systems of dimensioning, indications of limits and tolerances, designation of locating points, commercial finishes, etc.

2½ semester hours credit

IM 5 TIME STUDY I

This course is concerned with the fundamentals of time study and their use in setting production standards. The instruction includes history and background of time study; rating operator performance; mechanics of setting labor standards; construction and use of simple multivariable charts; the value of predetermined time value systems and their variations; presenting time study data to management; the relation of time study to cost control and cost reduction; establishing standards for bench groups and conveyor lines; estimating from blueprints. Laboratory practice will supplement the classroom instruction.

2½ semester hours credit

IM 6 TIME STUDY II

Review of stop-watch time study and performance ratings. Introduction to the use of element time studies for developing standard data. Incentives for indirect labor including supervisors, salesmen, etc. Procedure for handling involved time studies. Development of tables, families of curves, formulae, nomographs, and multi-variable charts for synthetic rate-setting purposes.

(Prerequisite, IM 5 or equivalent industrial experience)

2½ semester hours credit

IM 7 INDUSTRIAL INSPECTION AND MATERIALS OF PRODUCTION

Fundamental to the study of production processes and the control of quality is a knowledge of the materials of production and the techniques of inspecting the accuracy of processing. This lecture and laboratory course first considers the study of materials, especially ferrous, non-ferrous, special alloy metals, plastics, etc., in terms of their basic characteristics, e.g., structure; hardness; strength in compression, tension, shear; workability; thermal, physical, electrical and chemical properties.

The course continues into the techniques and standard measuring equipment and gauges for mechanical inspection; discussion of tolerance limitations of machine tools and other processing equipment in common use.

2½ semester hours credit

IM 9 JOB ANALYSIS AND EVALUATION

Basic principles underlying theory of wage calculation, job elements and their definitions, rating scales, writing job descriptions and specifications, selection of appropriate rating plan, setting up job factors and maximum point values, use of several methods of determining specific point values. Development of wage structures.

2½ semester hours credit

IM 10 SYNTHETIC TIME STANDARDS—M.T.M.

The development of time values for manufacturing operations using synthetic time standards is rapidly becoming widely established in industry, making it necessary for those in time study and its related fields to become acquainted with it. This course is designed to give the student a knowledge of the fundamentals of what is perhaps the most widely accepted system, methods-time measurement. This lecture and laboratory course discusses the basic motions and elemental time values, providing the student with an opportunity to develop time standards for actual operations encountered in manufacturing operations.

(Prerequisite, IM 5)

2½ semester hours credit

IM 11 PRINCIPLES OF PRODUCTION PLANNING

A basic treatment of the planning principles applied to the development and operation of a manufacturing unit, including market and sales research; plant design and determination of required physical facilities; the internal organization; the engineering organization for development of product; production planning, including scheduling, dispatching, purchasing, receiving, stockkeeping; and measures of performance.

2½ semester hours credit

IM 12 PRODUCTION CONTROL

This course is a sequel to IM 11 and accents the controls required for the orderly operation of the production department. The following subjects related to planning, scheduling, and control are included: basic organization, plant layout, flow, sales forecasts, budgeting, planning, routing methods, plant and departmental capacities, cost, standardization, ordering, purchasing controls, receiving and storage, scheduling, materials handling, dispatching and sub-contracting, machine loading, assembly, inspection, inventory control, measures of performance, co-ordination of sales and manufacturing, and introduction to mechanical means of control.

(Prerequisite, IM 11)

2½ semester hours credit

IM 13 QUALITY CONTROL IN INDUSTRY

An introduction to the elements of statistical quality control and its use industrially for attaining reduction in scrap and rework, lower inspection and production costs, lessened complaint and servicing bills, improvement in product uniformity and greater quality assurance. Emphasis is on the utilization of the so-called "statistical tools" to prevent the manufacture of defects. Statistical principles are demonstrated practically rather than mathematically, and actual case histories are introduced to illustrate application of methods.

Included in the subject material are determination of machine and process accuracy; use of histograms to segregate normal and abnormal variability; use of quality control charts for both measurable and non-measurable quality characteristics; rational determination of tolerances; scientific sampling methods for process control; single, double, and multiple sampling methods for acceptance of material by lots; use of Military Standard 105A; how to satisfy government quality control requirements; psychological factors in controlling quality. Students work on typical problems selected from actual cases.

(Prerequisite, Ec 7)

2½ semester hours credit

IM 14 ADVANCED QUALITY CONTROL

This course is designed primarily for those who require a more detailed understanding of the application of quality control techniques. The material covered in Quality Control is enlarged on and a number of the more recently developed techniques are treated in detail. Application of the methods to several particular industries, such as metal-working, textile, aircraft, chemical process, electron tube, screw machine products, is studied.

Subjects covered are special purpose control charts; multi-vari charts; rational sub-grouping principles; pictograms; PD-diagrams; the Lot Plot inspection method; narrow-limit gauging; variables sampling plans; the Span Plan for process capability analysis; principles of visual inspection; establishing quality assurance; check inspection methods; special trouble-shooting techniques. Each student conducts a term project involving application of the methods in his own field.

(Prerequisite, IM 13 or equivalent)

2½ semester hours credit

IM 15 PRODUCTION PROCESSES

Basic to the study of production is a thorough understanding of the processes and shop production methods employed in the manufacture of products using various types of materials. Concentrated attention is applied to such processes as castings; hot-working, cold-forming, and joining of metals; machine shop production methods; plastics and plastic molding. The common production tools such as shears, presses, press brakes, lathes, boring mills, screw machines, milling machines, drills, shapers, slotters, planers, broaching machines, grinders, and saws are studied in detail including their uses, machine capacities, limitations, flexibilities, etc.

Working with actual products accompanied by production blueprints, the student determines the manufacturing processes required, selects the appropriate machines, equipment and tool setups. Under certain conditions alternate methods and equipment must be used. These are evaluated in terms of their practicality and economic advisability. Process sheets are prepared for all manufacturing operations involved for presentation to the production control department as a basis for scheduling and computation of machine loading charts.

2½ semester hours credit

IM 16 QUALITY CONTROL FOR INSPECTION SUPERVISION

This course meets the increasing demands for training especially designed to meet the needs of key inspectors and inspection supervision — taught entirely from the viewpoint of the Inspection Department. It presents the most modern inspection practices and latest methods of reducing costs associated with defects, concentrating on techniques taught through a non-mathematical approach — no prerequisite courses necessary. Major emphasis will be placed on establishing sampling acceptance plans and the use of inspection data to prevent defects.

(Special course, non-credit)

IM 19-20 PLANT LAYOUT

This course is taught on a combination lecture and laboratory method using the latest techniques and equipment employed in industrial practice. Instruction proceeds principally by the project method where a plant site is chosen for the manufacture of a specific product. The product is analyzed to determine the processes involved, the number and types of machines and auxiliary equipment necessary for manufacture. Flow charts are prepared and machine and equipment location determined using A.S.M.E. approved two-dimensional templates and three-dimensional scale models.

In addition to the physical arrangement of machines and equipment, consideration is given to the layout of utilities such as power, light, water, sprinklers, drainage, telephones, heating equipment, lavatories, etc. Alternate layouts are considered and all cost factors including estimates of construction changes are evaluated to determine most economical layout. Detailed attention is given to the layout of office areas and departments servicing production as well as areas designed for employee safety and convenience. Design is checked for conformance to local and state regulations pertaining to building codes, zoning, safety, and fire protection. Finished layout drawings are prepared for presentation to management.

(Prerequisites, IM 1, IM 12, IM 15-16)

5 semester hours credit

IM 21 INDUSTRIAL SAFETY — INDUSTRIAL ACCIDENT CONTROL

A non-technical course dealing with the organization and administration of a comprehensive accident prevention program. It will include an analysis of the basic industrial hazards, the various factors involved in industrial accidents with corrective action; the responsibilities and functions of top management, the safety engineer, the supervisor, and the safety committee; the training of employees, supervisors, and other management personnel; the investigation and analysis of industrial accidents; protective equipment and clothing; maintaining management and employee interest.

2½ semester hours credit

IM 22 INDUSTRIAL EXPERIMENTATION

The two main problems confronting experimenters in the laboratory and in the factory are the evaluation of data and the design of experiments, both simple and complex. Statistical methods for solving these problems are essential tools of the process engineer and factory trouble-shooter. This course in statistical methods is specifically directed at quality control, engineering, laboratory and other personnel who wish to increase their skill and efficiency in design and analysis of experiments.

Modern small-sample techniques are applied to industrial problems. The use of statistical inference to make estimates and set confidence intervals of key characteristics of production lots and processes, design of single and multiple factor experiments, tests of significance, analysis of variance, use of the normal, binomial, Poisson, and Chi-Square distributions, as well as non-parametric methods are discussed. Short cuts and "rough-but-quick" tests are covered. Accent is on the application of these tools and to solution of typical problems. Throughout, the emphasis is on avoiding experimental blind alleys, with the associated vital savings in dollars and days.

(Prerequisite, Ec 7, Ec 120)

2½ semester hours credit

IM 23-24 INDUSTRIAL MANAGEMENT PROBLEMS AND POLICIES

Management case problems illustrating the co-ordination of the basic departments of the business in sales, production, personnel, and finance. The cases cover a complete range of management problems and include internal administration, organization, industrial relations, expansion and contraction. The student helps to construct management policy based upon thorough analysis. The course is the gathering point for specialty courses obtained elsewhere in the curriculum.

5 semester hours credit

IM 25 ESTIMATING FOR PRODUCTION

This course is designed to tie together and put to use the material contained in several prerequisite courses. It presents the systematic procedures followed in determining the estimated cost of manufacturing a product in a competitive market. Based upon certain known contractual data such as volume, materials and manufacturing specifications, the procedures include determination of quantities of raw materials necessary, their sizes, shapes, and physical characteristics; the analysis of the required processes and individual operations, machines and equipment necessary for fabrication; the determination and cost of tools required; the analysis of direct labor required for each operation; the burden or overhead chargeable against each department; and the total manufacturing cost including the sales and administrative expense.

Working with standard data and actual products with their accompanying manufacturing blueprints, the students will calculate practical and accurate estimates presented in accepted form.

(Prerequisites, A 13-14, IM 1, IM 15)

2½ semester hours credit

IM 27 PLANT MAINTENANCE

Preventive maintenance of plant and equipment has an immediate relationship to the efficiency and cost of operation. This course is concerned with the organization of the maintenance department and its function as a phase of production; installation, maintenance, and repair of mechanical and electrical equipment and machines, sanitary and employee facilities, buildings and grounds; use of outside contractors; buying and storing of maintenance supplies; watchman service and plant security organization and methods.

2½ semester hours credit

IM 29 QUALITY CONTROL ROUND TABLE

An integrating course for those who have completed all or a majority of the courses in Quality Control. Basically designed to test the application of the students' knowledge to actual industrial situations, most of the work revolves about the students' own problems. For this reason, the course is strictly limited to those who have a full background in the subject and are in a position to devote outside time and industry to the application of quality control technology. Practice in written and oral report presentation is afforded, with emphasis on methods of selling ideas through reports. The psychology of selling statistical ideas to management is discussed. Weekly round-table discussions are held at which the students are expected to contribute their own experiences. The outside work project constitutes a large share of the course work.

(Prerequisites, IM 14, IM 22, IM 30)

2½ semester hours credit

IM 30 MANAGERIAL CONTROL — QUALITY

A major consideration for effecting a successful quality control program lies in its administration. This course is pointed at bringing an appreciation of the non-technical aspects of administering a quality control program. In developing these concepts, intensive discussion is given to economics of quality; relation of design and inspection to control of quality; organizing for quality control; quality control engineering; integration of quality functions; methods of obtaining quality assurance; and case studies.

(Prerequisite, IM 14)

2½ semester hours credit

IM 41-42 MATERIALS HANDLING — FUNDAMENTALS

The handling of materials as an integrated part of the production program offers much promise in efficiency of operation and reduction in manufacturing costs. This course approaches the problem from both the unit workplace environment and the internal flow of raw materials through the several manufacturing processes to the storage of finished goods and their loading for shipment. Materials handling equipment will be considered in practical terms of engineering characteristics, selection for specific uses, and cost factors of operation.

5 semester hours credit

IM 43 MATERIAL HANDLING — COST DETERMINATION

This course is designed to thoroughly cover all elements of materials handling cost including techniques in determination of cost reduction data, operating costs, replacement policies, maintenance costs, etc.

(Prerequisite, IM 41-42, M 3)

2½ semester hours credit

IM 44 MATERIAL HANDLING — ENGINEERING PRINCIPLES

A thorough treatment of those major engineering principles which form the basis of material handling equipment design and its application. This course, which is intended primarily for those who do not have a formal engineering background, deals with such subjects as horsepower calculations, simple beams, floor loading, effect of ramps, and determination of battery requirements.

(Prerequisite, IM 41-42, M 3-4)

2½ semester hours credit

IM 45 MATERIALS HANDLING — PROBLEM ANALYSES

This course comprises a series of case studies, each designed to illustrate material handling problems encountered in various types of industries. In the development of the analyses, reference to source material will be required for technical data and specifications toward the selection of equipment and methods which will provide the most economic and effective operations consistent with the factors involved.

(Prerequisite, IM 41-42)

2½ semester hours credit

IM 46 MATERIAL HANDLING — CONVEYORIZATION

A comprehensive course in the characteristics, advantages, disadvantages, and practical application of all types of gravity and powered unit-handling conveyors, including skate wheel, roller, live roller, belt, slat, overhead trolley, reciprocating and continuous type lifts, and drag-line systems.

(Prerequisite, IM 41-42)

2½ semester hours credit

IM 47 MATERIAL HANDLING — COMMERCIAL CARRIERS

This course deals with the vital handling operations which take place after the finished product leaves the industrial plant. Considerable emphasis is given to the latest developments in commercial freight terminal handling operations, loading techniques, "on-board" handling facilities, and the materials handling considerations in truck, railroad, ship, and airplane design.

2½ semester hours credit

IM 48 MATERIAL HANDLING — INDUSTRIAL WAREHOUSING

A comprehensive, practical approach to the growing problem of industrial warehousing covering such vital fields as space utilization, distribution, stock selection, storage facilities, locator systems and equipment application.

(Prerequisite, IM 41-42)

2½ semester hours credit

IM 49 MATERIAL HANDLING — YARD HANDLING

This course gives particular emphasis to the highly specialized handling techniques used in the "fresh air" industries such as lumber, petroleum, brick, fishing and shipbuilding. In addition, thorough coverage is given to the field of yard handling of non-ferrous metals, fuel, lumber, drums, and refuse coincident to industrial plant operation.

2½ semester hours credit

IM 50 MATERIAL HANDLING — IN-PROCESS HANDLING

A new concept in materials handling associated with manufacturing and assembly operations; the role of materials handling in automation, cost control, product design, and production control.

(Prerequisite, IM 41-42)

2½ semester hours credit

IM 51 MATERIAL HANDLING — MULTI-STORY BUILDING

This course is especially well-suited to industrial New England where a high percentage of the industrial plants are multi-storied and of ancient vintage. Special emphasis is given to techniques in vertical transportation and in the maximum utilization of floors of limited capacity and poor column spacing.

2½ semester hours credit

IM 52 MATERIAL HANDLING — BULK MATERIALS

A comprehensive and practical approach to the problems inherent in the handling of fluid, powdered, granular, and lump materials.

2½ semester hours credit

INSURANCE (In)

In a complex economic structure, the function of risk bearing becomes vital. The Insurance industry has experienced tremendous growth in serving this need. The courses offered are basic in their presentation and are designed to train for effective careers in one of the many divisions of operation.

In 1-2 INSURANCE PRINCIPLES

A foundation course to an intelligent understanding of Casualty and Fire Insurance and its function in our economy; measurement of risk and rates; types of carriers, their organization, and regulation; loss adjustment and loss prevention; underwriting and reinsurance. The second semester is devoted to an examination of the insurance contract and to a brief survey of the principal forms of Casualty, Fire, Marine, Surety, and Disability insurance, and their uses.

5 semester hours credit

In 3 INSURANCE FOR MANAGEMENT

Every business manager has the responsibility for protection of the assets and continued life of his company under any eventuality. This course, approached from a management viewpoint, discusses the various risks present in modern business operations, and procedures to be taken with types of insurance used to indemnify against anticipated losses.

2½ semester hours credit

In 5-6 CLAIMS PROCEDURE

The function and organization of the claims department; the claims adjuster, his qualifications, duties, and responsibilities; the theory and procedures of handling insurance claims. This course presupposes a knowledge of the basic coverages, and is handled on a lecture and discussion basis, using case studies, however, limited to general casualty, fire, burglary, bonds, and inland marine insurance.

(Prerequisites, In 11-12; 13-14; 15-16; 17-18)

5 semester hours credit

In 11-12 CASUALTY INSURANCE

This is a comprehensive study of casualty insurance. It includes such insurance contracts as workmen's compensation and employers' liability, accident and health, schedule and comprehensive general liability, and miscellaneous crime coverages. Special attention is paid to the policy contract, various rating procedures, endorsements, the methods used to determine premium payments, insurance auditing procedures, etc. The subjects covered are considered in detail through careful analysis of the several underlying insurance contracts.

5 semester hours credit

In 13-14 FIRE INSURANCE AND ALLIED LINES

This course includes the history and development of Standard Fire Insurance Policies, presenting a detailed study of the Massachusetts Standard Fire Policy, its modifying forms and endorsements; methods of rating; policy writing procedures; and loss handling. It includes a study of extended coverage, consequential loss contracts, and collateral fire lines.

5 semester hours credit

In 15-16 INLAND MARINE INSURANCE

Covers the origin, development and present scope of Inland Marine Insurance and a complete analysis of the provisions of transportation policies, property floaters, bailees' customers' floaters and special risk policies. The course is designed to provide a thorough grounding in the fundamental principles of Inland Marine Insurance, with special emphasis on policy forms, rates, underwriting and the applicability of the coverages to the needs of the insuring public.

5 semester hours credit

In 17-18 FIDELITY, SURETYSHIP, AND CRIME INSURANCE

This course is introduced by a general consideration of crime insurance. Coverage under fidelity and suretyship is discussed individually, including the various forms of fidelity, judicial, contract, public official bonds, license and permit bonds, miscellaneous surety bonds, burglary and robbery insurance, and the comprehensive crime policies. The several bond and policy forms under the foregoing are studied individually, supplemented by the underwriting procedures in conjunction with the use of the manuals.

5 semester hours credit

In 21-22 LIFE INSURANCE FUNDAMENTALS

The economic function of life insurance; the life insurance carriers; estimating the life risk; the mortality table; the Life Insurance Equation; premiums, reserves; loading; surplus and dividends; fundamental principles underlying the life insurance contract; types of policies; policy conditions; endorsements; annuities; group insurance.

5 semester hours credit

In 23 GROUP INSURANCE

One of the rapidly developing divisions of insurance attuned to the changing economic concepts and social consciousness of progressive management at a time when social pressure for employee security is forcing legislation in this direction. The course establishes the rightful place in modern business of employee benefit plans made possible through group insurance and emphasizing the benefits to both the management and the employee.

It considers in detail the types, characteristics, scope, and accomplishments of the several types of coverage including Group Life together with Accidental Death and Dismemberment Benefits; Accident and Sickness Benefits; Hospital and Surgical Benefits for both employees and their dependents; Group Annuities; etc. Especial attention is given to the more recent developments in Group Insurance.

Through case material it discusses the sources of prospects, presents the techniques of analysis and proposal preparation, and suggests the specific sales techniques peculiar to Group Insurance involved in the ultimate presentation and closing of sale.

2½ semester hours credit

In 27-28 BUSINESS INSURANCE

Business Insurance is concerned with the problems of business agreements involving proprietorships, partnerships, and corporations, and key men within these business structures as well as pension trusts and tax problems. The course is designed to analyze the needs in the above and to suggest insurance solutions.

Fundamentals of Estate Planning is a study of the problems involved in the ownership of properties and the protection of the estate wherein transfer costs, inheritance taxes, federal and state gift taxes, wills and trusts, rights of creditors, etc., are involved.

5 semester hours credit

LAW (L)

Underlying the ever-increasing complexity of modern business is a growing body of law which defines and directs business operations.

L 5-6 CONTRACTS

Contracts: their importance to the business man in the everyday conduct of his affairs; why contracts are necessary, how they are made and enforced; the subject matter of contracts; the rights and liabilities of the parties; the termination of contractual relationships.

5 semester hours credit

L 7-8 CORPORATIONS, PARTNERSHIPS, AGENCY

Problems of organizing various businesses, the forms of business enterprises; the powers and liabilities of business organizations and their officers; inter-corporate problems; rights of creditors and stockholders; reorganization and termination of a business organization's affairs. Agency: the function of agents in present-day business; the legal relationships among agent, employee and third parties; the duration of agency relationship and methods of termination.

(Prerequisite, L 5-6)

5 semester hours credit

L 9 LAW OF SALES

Transfer of property interest in goods; nature of sales contracts; Statute of Frauds; seller's warranties; rights and remedies of sellers and buyers; unfair and illegal market practices such as infringements of trademarks, disparagements of competitors, etc.

(Prerequisite, L 5-6)

2½ semester hours credit

L 11 NEGOTIABLE INSTRUMENTS

Types of negotiable instruments: promissory notes, checks, bills of exchange, trade acceptances, etc.; their importance in commerce; formal requisites; contractual incidents; form and effect of endorsements; negotiation; holders in due course; defenses; liabilities of the parties; presentment and notice of dishonor; discharge.

(Prerequisite, L 5-6)

2½ semester hours credit

L 12 CREDITORS' RIGHTS

Mortgages; pledges; conditional sales; suretyship and guaranty; bailments; bankruptcy.

(Prerequisite, L 5-6)

2½ semester hours credit

L 13 BUSINESS LAW I

Contracts: nature, kinds and formation of contracts; essential elements; form and interpretation of contracts; breach, remedies and damages. Agency: nature, purpose and formation of agency relationship; rights and duties of principal and agent, scope of agent's authority; rights and duties of principal and third persons; termination of agency. Employer and employee: compensation laws; duties of master; contributory negligence doctrine; injuries to third persons. Bailments: nature and kinds; rights and duties of parties.

2½ semester hours credit

L 14 BUSINESS LAW II

Negotiable instruments: bills, notes and checks; requirements of a negotiable instrument; negotiation; liabilities and defense of parties; procedure upon dishonor; discharge. Personal property; nature and classification, methods of acquiring title. Carriers, duties and liabilities. Sales: nature of sales contracts; warranties; transfer of title; rights and remedies of seller and buyer. Insurance: formation and function of insurance contract; kinds of policies; legal phases of life, property and other insurance. Suretyship: rights of the surety and the guarantor; rights and duties of the creditor; defenses of the surety and guarantor.

(Prerequisite, L 13)

2½ semester hours credit

L 15 BUSINESS LAW III

Partnerships: nature, kinds and formation; rights and duties of partners; partner's authority to bind firm; relation of partners and third persons; dissolution and winding up. Corporations: nature and creation; charter; powers, rights and liabilities; nature and kinds of capital stock; rights and liabilities of stockholders, directors and officers. Mortgages: rights and duties of mortgagor; rights and duties of mortgagee; rights after default. Property: landlord and tenant relationship; classification of tenancies; rights and duties of landlord; rights and liabilities of tenant. Trusts and decedents' estates; wills and intestacy. Bankruptcy: Federal Bankruptcy Act; acts of bankruptcy; adjudication; rights and duties of bankrupt; unsecured, secured and priority claims; extensions, compositions, and other debtor-relief provisions; discharge.

(Prerequisite, L 13)

2½ semester hours credit

L 16 GOVERNMENT CONTROLS IN BUSINESS

A study of the economic and political relationships which exist between business and government with particular reference to the Sherman Act and Anti-Trust Laws; Securities and Exchange Commission; Interstate Commerce Commission; regulation of public utilities; the Co-operative Movement; the Social Security Act; government and labor; business regulation by taxation.

2½ semester hours credit

LIBERAL ARTS

Courses in the Liberal Arts represent an integrated program which touch upon the humanities as well as the physical and social sciences to provide a well-rounded background of understanding essential to modern business management.

Recent economic and technological trends, projected at an accelerated rate into the years immediately ahead, are making phenomenal changes in the requisites of the business manager of the future. Developments in "management science" are struggling to keep pace with technological "know-how." The leading thinkers who have charted the course of civilization throughout the ages are making us conscious of the new range of responsibility for leadership in today's complex and inter-dependent society. Our future destiny depends upon a more active understanding of these inter-relationships and inter-responsibilities. It is the function of education to prepare for this new type of management leadership by providing the student with an insight into human nature, the forces that have shaped his cultural inheritance, and the recognition of the growing importance of business in society and world affairs.

The purpose of education has often been expressed as twofold: (1) teaching the student how to earn a living and (2) teaching him how to live. The first objective is approached through professional courses comprising our several curricula in business administration.

Successful and happy lives are built, however, upon a knowledge and understanding of the varying environments which envelop one's activities and associations, accompanied by an ability to adjust to the changes ever-present in a dynamic society. It is felt, therefore, that the second objective can best be achieved through an integrated and sequential pattern of instruction which, viewed through the eyes of the individual, considers in a sequential evolution the forces which affect him as an individual and govern his activities as a member of society. Such a total pattern of instruction of necessity calls upon the store of knowledge gathered by man over the ages. However, to achieve this objective in a professional program, it should not be presented as knowledge for knowledge sake, but being man-centered in concept relates this knowledge to develop within the student a better understanding of himself, and a sensitivity to his varying environments which in effect comprise his life. It should help to develop within him a social consciousness of his responsibilities to society and stimulate the development of philosophical concepts which he can use to govern his life pattern.

PART I—MAN AND HIS PHYSICAL UNIVERSE

One of the primary functions of any modern educational system is to give those exposed to its influence an opportunity to see themselves in true perspective in relationship to the sweep of time and the stretch of space. The extent of man's knowledge and the very fact that there is a fundamental unity of nature prescribes that the artificial departmental frontiers be broken down.

It is natural, therefore, that this sequence designed to acquaint the student with his relationship to his various environments should start with his physical universe — the physical universe with its fixed laws of science — and move gradually yet continuously to the uncharted realms of man's quest for guiding philosophic concepts. The acquaintanceship thus established should liberalize his thinking and develop within him a sense of belonging, of participation, an "at homeness" in the world in which he lives.

The pattern is a constant unfolding of man's conquest of nature and opens with a consideration of the earth as an astronomical body and of our neighbors in space. It proceeds into the nature of matter and energy and their applications to everyday living, the physics and chemistry of modern industrial developments, as well as the more recent developments in atomic research.

It relates man to the controlled changes in his physical environment through an understanding of some aspects of the world's work, its material resources, and some elements of communication. The inanimate structure is concluded by a consideration of the uncontrolled elements such as meteorology and the constant process of geologic change in which the history of man is written.

Moving from the inanimate, we next find man as one of the endless variety of life on this earth. Life is a profound mystery. No one knows with certainty where it came from originally nor has been able to explain exactly what it is. Study over the years, however, has unraveled some of this mystery. For instance, life became associated with protoplasm which requires a constant supply of food; living organisms must provide for the perpetuation of their own kind; and that to continue, living things must adjust themselves to their environments resulting in a constant process of evolution or extinction. Nature maintains its own balance and serious effects result from man's disturbance of this balance of nature. Science has made extensive discoveries relative to the nature and control of disease, and the application of Mendelian principles have aided in the improvement of living species.

Man has learned that he must depend upon living things for food and an abundance of other materials for his complicated activities. He needs to know how his own body operates in order to take care of it. Not only the intelligent conservation of man's resources but actually his continuance as a specie requires an understanding of the factors which affect all forms of life. These broad objectives are studied within the framework of the history of life, the geophysical haunts of life, the abundance of life, and the value of life.

PART II — MAN IN SOCIETY

Business today accepts the basic precept that management must get things done through people. This necessitates a clearer understanding of the anthropological, biological, and psychological factors and forces which govern and direct man's actions. Thus, from the broad study of the biotic world, the sequence now moves to a study of man, both as an individual and as a member of society.

Before one can adequately understand others, he first must understand himself especially as seen through the eyes of others. Therefore, this course, based upon the fundamentals of general and differential psychology and the dynamics of personal adjustment, takes an introspective approach in terms of the student's relationships with others to provide an understanding which might result in effectiveness, happiness, harmoniousness, and fullness of satisfaction in his daily living. The course recognizes the needs and motivations which stimulate one's activities as well as the changing pattern involved in the process of maturation and aging.

We next move into a consideration of the relationships of man within the basic units of our society and the problems encountered in his efforts to live together. Here we must consider the norms which give structure, stability, and order to society through which the factors involved in the individual patterns of social behavior develop into the broader institutional patterns of the family, the church, the community, industry, and governments, both national and international. The student is made to recognize that society is in a state of constant flux and he is introduced to some of the factors which create this constant change.

PART III — MAN'S CULTURAL INHERITANCE

Culture is a complex web covering all aspects of life, and every culture is derived from many sources. It is an accretion of the ages and the result of multifarious influences, emotional orientations, and presets, which profoundly influence social behavior. It finds its roots in anthropology — the study of man — and the changing pattern of man's experiences throughout history.

Culture is a uniquely human phenomenon. No culture can exist divorced from living beings, for culture and society are inseparable. Among all the creatures of the animal kingdom, man stands alone in his ability to create and sustain a culture. Cultures are processes of behavior constantly changing and modifying and vary at times quite widely even within

units of a social pattern. It is a composite abstraction usually approached through the study of anthropology, culturology, the social and political sciences, economics, and history, and finds expression in literature, art, music, etc.

We as Americans have a rich heritage which has come to us from many areas and civilizations. It is a heritage which in terms of material and spiritual values has raised man to his greatest heights. As one philosopher expressed it, however, every living thing contains within itself the seed of its own destruction. Therefore, the preservation of our cultural inheritance can come only through a firm understanding and recognition of the sacrifices which have entered into the development of our complex social, economic, and technological development to date. The culture we pass on to posterity will be wise and well directed only as we see and profit from the history of man over the ages.

Thus this course of necessity must be a composite arising out of fundamental questions regarding the nature of man, his life, the structural organization of human society and the ideas and issues out of which his ultimate destiny will develop. Out of such thinking, education must develop the leadership for a free world.

PART IV — MAN AND VALUES

There is an important sense in which every man must be his own philosopher, just as in a democratic society citizens exercise political choice and make political decisions even though they do not actively engage in politics or hold political office. For every man must live his own life in a universe which he did not create, in conflict with obstacles against which he must constantly push, and he must make choices and decisions which exhibit his values and appeal to his preferences. If his life is not to be merely mindless, and if he refuses to permit his actions to be simply the result of drifting or the spineless acceptance of the values of others, then he must come to some conclusion about the values which he wishes to prevail and the nature of the universe in which he lives. Such conclusions are bound to be philosophical.

Every man recognizes a relationship with the infinite. In his search for the moral and ethical concepts through which he can express this relationship he must explore the experiences of others through their meditative writings. These at times are expressed in the literature of the great books which have shaped man's development, and again in the more profound treatises on philosophy, social ethics, comparative religions, etc. Everyone, whether he realizes it or not, has a personal philosophy whether he be ignorant or broadly educated. It may be narrowed and circumscribed by doubts and fears or it may be synthesized from an understanding of the broad gamut of man's thinking, resulting in positive beliefs and intellectual freedom. Every successful life has been wisely charted.

MARKETING (D)

Marketing enters into and influences every field of business and includes not only the direct process of the sale of goods, but the whole organization by which goods find their way from the original producer to the ultimate consumer. The change in the economic structure during the past ten years, growing out of higher standards of living, the development of new occupational interests, and the shift of population to large cities, has tended to increase the cost of marketing of goods. Just as the elimination of waste in production was the keynote of business fifteen years ago, the reduction of expense and the introduction of more efficient methods in distribution are the foremost thought of business leaders today. For this reason courses in marketing form one of the basic elements in a business education.

D 1-2 MARKETING

An understanding of the various methods in common use for selling goods and of the typical problems that arise in the course of distributing goods from the manufacturer through the middlemen and dealers to the consumers is provided. The selling problems of the manufacturer, the wholesaler, the retailer, and the specialty agent are studied in relation to the various types of industries and commodities.

5 semester hours credit

D 3 PRINCIPLES OF SALESMANSHIP

The one all-important aspect of successful salesmanship—an understanding of people, without which any sales technique becomes routine and ineffective. Based upon what makes people behave like human beings, it analyzes the basic needs, desires, tastes, habits that motivate them into buying; their individual differences—the secret to the art of selling (finding that all-important point of contact); the art of allowing people to sell themselves; factors which turn refusals into sales. A course for the veteran or the beginner.

2½ semester hours credit

D 5 SALES MANAGEMENT

This course is devoted to the function of the sales manager in terms of his relationship to the marketing process, involving the aspects of planning, investigation of the market, pricing the product, planning the sales effort, management and control of the sales personnel and sales operations. It includes in detail a study of the types of sales organizations, sales policy, sales campaigns, financing of sales, and the selection, training, and supervision of the sales force.
(Prerequisite, D 3) 2½ semester hours credit

D 6 SALES PROMOTION

The function of sales promotion; the development of plans and materials for stimulating sales; the consideration of publicity media; the preparation of direct advertising pieces for use among the sales force of the manufacturer or wholesale distributor; functions and uses of direct advertising, direct-mail advertising and radio advertising; the planning of sales campaigns; co-ordinating advertising and sales efforts; the preparation of sales manuals, display techniques, portfolios, etc., for use of the sales force.
(Prerequisites, D 1-2, D 10) 2½ semester hours credit

D 7 MARKET RESEARCH

This course deals with the techniques of research investigations in the collection and utilization of data relating to the problems of marketing. It includes the planning of mail and field investigations, preparation of material, testing results, interpretation of findings, preparation of reports leading to the development of new products, sales methods or sales areas.
(Prerequisites, D 1-2, Ec 7, Ec 8) 2½ semester hours credit

D 8 TECHNIQUES OF SALESMANSHIP

A techniques course operated on the laboratory-lecture method in which the psychological principles presented in the course, "The Human Side of Selling," are applied to the basic aspects of selling.

The student learns through visual aids, role-playing techniques, student demonstrations using modern effective equipment and techniques, guest lecturers, etc., the proper methods of approach, how to arouse the buying urge, the common obstacles met in selling, the meeting of sales resistance, the closing of the sales, etc.

The class is limited in size to guarantee adequate participation by each student.

(Prerequisite, D 3 or equivalent in experience) 2½ semester hours credit

D 9 INDUSTRIAL PACKAGING AND PACKING

The science of packaging and packing for protection during shipment has experienced rapid advance. This course is devoted to current practices of industry as well as specifications applied to government contracts. Considered in this course are the basic types of containers; inner packaging; container design and utilization; dynamics of cushioning; government packaging, packing, and marking; testing of materials and containers; consumer packing-machinery and equipment; packing, loading, and shipping heavy apparatus; specifications for materials and containers.
2½ semester hours credit

D 10 PRINCIPLES OF ADVERTISING

A comprehensive course designed to familiarize the student with the nature and scope of advertising and its place in the commercial and economic structure. History, definition, and functions of advertising. Organization and functions of advertising departments and advertising agencies. Varieties of advertising and media. Problems, market investigation, planning campaigns. Laws, ethics, and regulations. A study of the broader aspects of advertising with special emphasis on current trends and developments.
2½ semester hours credit

D 11 ADVERTISING WORKSHOP

This course, conducted on a seminar basis, is designed to analyze the sales conditions and to find the advertising objectives of specific case subjects. It brings into use knowledge previously gained in the planning of an advertising campaign, the solving of advertising objectives and the development of advertising strategy using the most adequate and effective media. The course is in effect a workshop in which each student personally develops his own advertising project.

(Prerequisite, D 10)

2½ semester hours credit

D 12 SALES EXECUTIVE TRAINING

Successful sales managers do not "just happen"—they must be trained. There is no guarantee that the "star salesman" will become a successful sales manager. Every company's future is dependent upon a succession of capable men trained to manage its sales.

This purely practical course, placing special emphasis upon the sales personnel, is designed for sales managers or company sponsored salesmen who have demonstrated management potentialities; considers on an advanced level the comprehensive function of the sales manager—his varied responsibilities; the importance of setting goals; selection and training of salesmen; turnover; the high cost of sales: follow-up, records, and periodic appraisal; the function of leadership; delegation of responsibilities; motivation to procure maximum sales production.

(Prerequisite, D 8 or equivalent in experience)

2½ semester hours credit

D 13 CREATIVE THINKING

A development course primarily designed to teach the student to understand and apply his latent creativity to his vocational activities. Confidence and skill are developed by the student through directed practice in stimulating Creative Thinking exercises. Considerable attention is given to idea motivation, imagination development, experience analysis, and idea evaluation.

1¼ semester hours credit

D 14 DIRECT MAIL ADVERTISING

A practical presentation of principles and procedures in mail-selling campaigns, including the aspects of list building; writing effective sales letters, circulars, and catalogs; copy testing; analysis of selected direct mail campaigns; printing and production methods and costs; postal rates and regulations; and intervals of mailing, etc.

2½ semester hours credit

D 15 ADVERTISING COPY

A course designed to furnish essential groundwork for successful copy writing. Includes study of market-analysis, product and consumer research; class discussion of and participation in comparisons of media and methods, from the standpoint of the copy writer; drill and practice in writing specific industrial, general, retail, radio and mail-order advertising copy; development of techniques, vocabulary and facility.

(Prerequisite, D 10)

2½ semester hours credit

D 16 ADVERTISING PRODUCTION

The methods and techniques of advertising production, including layouts; use of illustrations; the development of typography; types and type selection; composition; engraving processes; the several printing processes, including letterpress, lithography, and gravure; specifications and estimates.

(Prerequisite, D 10)

2½ semester hours credit

D 17 ADVERTISING MEDIA

This course is intended to prepare the student of advertising for the intelligent choice of advertising media requisite to adequate and economical market approach and coverage. It includes practical analysis of consumer, trade and professional magazines, newspapers and other publications, direct-mail, radio and television, outdoor advertising; fundamental product research to establish criteria for advertising media selection; a study of relative values of media from the standpoint of merchandising from manufacturer, through retailers, to the consumer.

(Prerequisite, D 10)

2½ semester hours credit

D 18 CONSUMER PACKAGING

This course is designed to cover the many problems to be reckoned with in creating a package to meet the high competition of current marketing trends with particular emphasis on color, art layout, and design for adaptability to automatic packaging equipment. It involves all of the basic package materials and forms, and includes such important topics as "The Evolution of the American Market," "Market and Consumer Research" and "Legal Protection." The course is further highlighted with lectures presented by experts from the packaging field.

2½ semester hours credit

D 21-22 PRINCIPLES AND PRACTICES OF FOREIGN TRADE

The course is designed to introduce the student to world trade, its development and current status, the economic and political developments which affect the volume and direction of the flow of goods. Subjects discussed are the balance of international payments; trade agreements; tariff and non-tariff control measures and policies; export and import departments; middlemen; foreign agents and distributors; branch houses; handling import and export traffic; study and choice of markets; settlement of trade disputes; international banking facilities, foreign credits; foreign exchange; foreign investments and foreign exchange. The execution of foreign trade documents will be carried out throughout the course.

5 semester hours credit

D 23 LEGAL ASPECTS OF FOREIGN TRADE

A survey course of commercial law for foreign traders. It is concerned with the common legal problems in international trade. The background and development of Anglo-American and civil (or continental) legal systems are considered. The law merchant; sales; letters of credit; contracts; partnerships; taxation; bankruptcy and insolvencies; powers of attorney; trademarks, designs and commercial names; types of business organization, partnership, business corporations, and their counterparts in foreign countries; legal procedure; international trading combinations; history and background of American customs duties, customs officials and procedure in the collection of duties, American customs courts, foreign trade zones and ports; methods of settlement of trade disputes are covered.

2½ semester hours credit

D 24 FOREIGN MARKETING

The methods and procedures of selling in the foreign market. How to analyze potential markets; conduct market surveys that encompass the human, economic, competitive and geographic factors as well as the financial, commonly called the "dollar shortage." Establishing the type of distributor best suited for the product and the country concerned. Warehousing in foreign countries, advertising with an eye to local prejudices and tastes. Overcoming local inertia and competition. Protection of industrial property and trade names, shipping and documentation. Emphasis will be on selling the product, maintaining the market and the good will of the customer and overcoming competition from foreign traders from other countries in the same field.

2½ semester hours credit

D 25 GLOBAL TRANSPORTATION

This course will be devoted to transportation by land, sea and air and the problems of global trade shipments. The economic character of the international trade transportation industry; types and methods of service, regulations and rates, and the important international treaties, conventions and agreements affecting such transportation will be emphasized.

2½ semester hours credit

D 26 SEMINAR IN WORLD TRADE

Study, investigation and conferences on special and particular problems in the field of international trade. The problems of finance, governmental regulations, legal aspects of particular countries and methods of research for the solution of questions will be covered. The round-table method will be employed and the interests of the individual members will be emphasized. The Seminar will be directed by a member of the faculty, but students will work in groups together with the various members of the faculty of the WORLD TRADE INSTITUTE. Where available, outside experts and authorities from governmental and private organizations will participate in the work of the Seminar. A thesis will constitute the final examination and will be required from students seeking credit for a Certificate or Degree.

2½ semester hours credit

D 31 PURCHASING

A practical study of the functions and duties of the purchasing agent, the organization and administration of his department, and his relations with other departments. The following are representative of subjects discussed: the purchasing function, qualifications and responsibilities of the purchasing officer; purchasing organization and procedure; quality determination, inspection and inventory control; source selection and procurement by manufacture; price policies, forward buying and procurement budgets.

2½ semester hours credit

D 33 CREDIT FUNDAMENTALS

This course furnishes instruction in the organization and functions of the commercial credit department; the classification of credit and the several types of agencies involved; the factors involved in a credit risk; the investigation of credit factors; credit services.

(Prerequisite, A 13-14)

2½ semester hours credit

D 34 ADVANCED CREDITS AND CREDIT PROBLEMS

This course continues into the more detailed problems of the credit manager in determining credit disposition. The following subjects are included: ratio analysis of financial statements, statement analysis by comparison, collection problems and procedures, insolvency in its various forms, creditors' legal aids, credit insurance and guaranties, the general problems of the credit manager in administering his function of the business organization, activities of the National Association of Credit Men.

(Prerequisite, D 33, A 13-14, E 1-2)

2½ semester hours credit

D 35 CONSUMER CREDIT

This course covers all phases of credit extended to consumers—retail stores; bank personal loans; consumer financing by banks; real estate financing; bank charge account plans; small loan companies; sales finance companies; utility companies; credit investigation and evaluation; collection procedures; Credit Bureau operations; legal aspects of credit.

2½ semester hours credit

D 36 MANAGEMENT OF A SMALL BUSINESS ENTERPRISE

The financial, legal and general management essentials involved in organizing and operating a small to medium-sized concern. The course discusses the following: factors in business success; types of business enterprises and their evaluation for proper selection; forms of business organization, their advantages and disadvantages; problems in selection of location, and the purchase or lease of real estate and equipment; capital requirements and sources of funds; state and local regulations; purchasing; production; inventories; sales; bank and trade credit; customer credit; taxation; record-keeping; control of business risks.

2½ semester hours credit

MATHEMATICS

M 1 ALGEBRA

The primary purpose of this course is to lay a thorough groundwork in mathematics for subsequent courses. It includes a comprehensive review of fundamental operations and continues with a thorough study of fractions, exponents, linear and quadratic equations, graphs, binomial expansion, variation and equations of higher degree.

2½ semester hours credit

M 2 TRIGONOMETRY

This course includes the solution of all triangles by both natural and logarithmic functions, identities, radian measure, and solution of trigonometric equations. Particular attention is given to applications to practical operating problems.

(Prerequisite, M 1)

2½ semester hours credit

M 3 MATHEMATICS FOR BUSINESS

This course is designed for those students in need of a review of basic mathematics used in their courses of study. It includes a basic review of arithmetic, including fractions, decimals, percentage, and the elements of algebra through simple linear and simultaneous equations. It continues with logarithms, graphical representation, geometric constructions, and the essentials of trigonometry.

2½ semester hours credit

OFFICE MANAGEMENT (OM)

Office management has developed rapidly in scope and status in response to the technical and diversified nature of the problems arising and the current trends toward the scientific approach to the solutions of these problems.

OM 1 SCIENTIFIC MANAGEMENT IN OFFICE PRACTICE

This course is intended to provide basic instruction in the tools of modern scientific management, work simplification, time study, job evaluation and merit rating; work simplification as a means of improving work methods and procedures through motion study and process analysis; time study for work measurement and the establishment of standards; and job evaluation for determining the equivalency among the several jobs as a basis for a wage and salary structure. These scientific tools will be applied to office practices. Laboratory exercises will accompany the lectures.

2½ semester hours credit

OM 2 OFFICE ORGANIZATION AND ADMINISTRATION

This course considers the organizational, human, physical, and operational problems encountered by the manager of the modern office. It stresses the importance of the proper place of the office management function in effective company organization; the value of proper selection techniques, supervision, adequate compensation policies, and employee relations in building up an office force with desirable attitudes and abilities. It discusses principles of efficient office layout; working conditions; the analysis of office methods and systems; work simplification; the selection and use of office machines; and common office functions. Every effort is made to use the student's own office background as a sounding board for the subject matter.

2½ semester hours credit

OM 3 FORM DESIGN AND CONTROL

Forms in their relationship to office systems; forms designing tools, drafting techniques, factors and principles of form design; problems of paper size and quality for specific usage; carbons, typography and printing specifications; forms housing; the design of general and specialized forms including system cards, visible file cards, tickets, bookkeeping and addressing machine forms, carbon interleaved forms, reproduction forms (hctograph and offset processes), strip accounting forms; forms control organization and administration.

(Prerequisite, OM 4 or equivalent)

2½ semester hours credit

OM 4 OFFICE SYSTEMS AND PROCEDURES

This course is devoted to the techniques of system design to most effectively record and expedite the operations of the office and/or the factory. It deals with the elements of system analysis; methods of obtaining data and recording of existing procedures; procedure charts and charting techniques; developing, testing, installing, and adjusting new systems; measuring effectiveness of the system. Considerable time will be devoted to laboratory analysis of certain recognized systems and for the discussion of design problems submitted by members of the class.

2½ semester hours credit

OM 5 SYSTEMS ANALYSIS AND IMPROVEMENT

Tools and techniques of the systems analyst; the humanics of systems analysis; developing and presenting recommendations; setting up pilot operations; selling management and the workers; installing and checking the new operation. This course is conducted on the case method, using all of the tools of the systems analyst, i.e., process chart, procedure flow chart, forms distribution (flow) chart, work distribution chart, layout flow chart, reports control chart, work measurement (productivity) chart, etc. Some problems are presented at the actual location through plant visitation.

(Prerequisite, OM 4 or equivalent)

2½ semester hours credit

PERSONNEL AND INDUSTRIAL RELATIONS (IR)

The management of human relations in business represents one of the most challenging aspects of our industrial developments. Opportunities are unlimited for qualified persons in all phases of management with a sound understanding of the underlying principles of labor-management relations. The continuance of our American system of industrial economy demands a more thorough understanding of the principles underlying labor-management relations and their responsibilities one to the other and mutually to the public.

IR 3 PSYCHOLOGY OF GROUP DYNAMICS AND LEADERSHIP

This course involves the results of recent research in the psychology of the individual as a member of a group and the psychological aspects of group leadership involving motivation, incentives, morale and group decision procedures. The course has as its objectives the increase in group leadership skills; the development of new insights concerning the behavior of workers; and the application of these findings to improvement in training procedures.

(Prerequisite, IR 5 or its equivalent)

2½ semester hours credit

IR 5 PSYCHOLOGY FOR BUSINESS AND INDUSTRY

Business psychology is the study of predicting and influencing human behavior in business. It provides an understanding of man's mental life, of how the individual and the group behave and are influenced in their behavior, and of how the business man may predict and control his own behavior and that of those with whom he works. The study and analysis of the student's own personal problems and behavior constitute a valuable and interesting phase of the course.

2½ semester hours credit

IR 6 PRACTICAL TRAINING METHODS FOR BUSINESS AND INDUSTRY

Subjects covered range from principles and methods of effective "on-the-job" training to the handling of formal or informal training groups. The objective is to provide a thorough grounding in the psychology of learning; techniques of effective teaching; personality qualifications for successful training; a review of job instruction training (J. I. T.) and job relations training (J. R. T.); use of the case analysis method; role playing; training tools; visual aids; the value of example and demonstration; methods of analyzing and meeting training needs; the principles and practices of organizing and administering a training program; follow-up procedures to insure results; class projects to provide practical application of material covered in the course.

2½ semester hours credit

IR 8 TECHNIQUES OF SUPERVISION

Supervision is the function of directing, controlling, and co-ordinating the combined efforts of men, machines and materials. Positions of managerial capacity involve the responsibility of supervision. This course is designed to provide basic instruction in such phases as the supervisor's responsibilities and objectives; planning the work and employee assignments; employee's attitudes toward management, equipment and materials; records and reports; improving individual performance; progress of employees; personnel relations; handling of grievances; training; administering of company policies; matters related to wages; the development of a congenial, enthusiastic community of work interest through the co-ordination of the work of all employees.

2½ semester hours credit

IR 9 WAGE ADMINISTRATION

The course is a comprehensive study of the underlying theory of industrial wages. Specific consideration is given to job and salary analysis and evaluation; merit rating; incentive wages; wage payment plans. The importance of a sound wage structure to healthy employer-employee relations and the administration of wages through collective bargaining from the production as well as the labor relations point of view.

2½ semester hours credit

IR 11-12 HUMAN RELATIONS

Effective handling of human problems has become a factor of vital importance to management. This course in human relations in business is the foundation to all personnel policy and offers an approach or understanding of value not only to those in personnel work but also to all persons having supervisory relationships. Subjects included for discussion are the techniques of approach to situation analysis; problems in selection; training; employee rating; change of employee status; supervision; wage policies; complaints and grievances; employee morale; labor turnover; discipline; health; safety; employee participation; collective bargaining; public relations.

5 semester hours credit

IR 13 PERSONNEL MANAGEMENT PRACTICES

This course, in contrast to IR 11-12, is specifically related to the organization, function, and procedures of the personnel department. It is concerned with such problems as the organization of the personnel department; its relationship and responsibility in the total management organization; recruitment of manpower; techniques of interviewing and counseling; employee selection; testing; proper job placement; training; job analysis and evaluation; merit rating; promotion, transfer, discharge; employee publications; standards and conditions of employment; personnel forms, records, and reports.

2½ semester hours credit

IR 15 EMPLOYMENT TESTING

Selection and placement procedures usually comprise several steps, including the interview, psychometric testing, references, etc., all of which are fitted together to form an over-all judgment. This course is concerned with tests used in business and industry to determine aptitudes, personal characteristics and qualifications for employment, proper job placement, counselling, promotion, special training, supervisory or executive potentialities. It discusses tests in terms of type and purpose, test characteristics, test construction, test interpretation, use and limitations of testing.

(Prerequisite, Ec 7)

2½ semester hours credit

IR 22 LABOR-MANAGEMENT RELATIONS

This course provides a basic treatment of labor economics, including the history of the labor movement and of industrial relations, with emphasis on the present period; theory of collective bargaining; effect of collective bargaining upon income of labor, employment, accumulation of capital, and national income. Policies and practices of labor and management in respect

to hiring and layoffs, technological changes, wages and market position, closed and open shop, union-management co-operation, government, regulation of labor relations, etc. The problem of strikes and lockouts and public policy as to industrial relations are covered.

2½ semester hours credit

IR 23 LABOR LEGISLATION — UNION-MANAGEMENT RELATIONS

A study of the legal framework for collective bargaining, beginning with the historical development and the impact of the anti-trust laws on labor unions, and continuing with the federal and state laws regulating injunctions in labor disputes; the Railway Labor Act; the National Labor Relations Act; a detailed study of the Labor-Management Relations Act (Taft-Hartley); the procedures, powers, and limitations of the agencies administering the statutes.

(Prerequisite, IR 22)

2½ semester hours credit

IR 24 LABOR LEGISLATION — STANDARDS AND CONDITIONS OF EMPLOYMENT

A course covering the content and relationship of federal and state regulation of wages, hours and working conditions, including minimum wage, hours of work, and child labor legislation. Old age and survivors, unemployment and workmen's compensation insurance programs are also covered as well as the anti-discrimination laws covering veterans re-employment rights and fair employment practices.

(Prerequisite, IR 22)

2½ semester hours credit

IR 25 THE LABOR AGREEMENT — NEGOTIATION AND ADMINISTRATION

The negotiation, re-negotiation, and administration of labor contracts; study of the component clauses such as union recognition and security, management prerogatives, seniority, vacations, wages, hours, working conditions; grievance analysis and arbitration procedure developed through case studies in actual labor-management relations as affected by such clauses, and the entire collective bargaining agreement and relationship.

(Prerequisite, IR 22)

2½ semester hours credit

IR 27 LABOR RELATIONS SEMINAR

An advanced discussion of current labor-management problems such as union responsibilities, management responsibilities, the annual wage, profit sharing, criteria for wage determination, welfare programs, etc. Cases under consideration will cover problems that are timely and specific. Class limited in size.

(Prerequisites, IR 22, IR 23, IR 25)

2½ semester hours credit

REAL ESTATE (RE)

Real Estate occupies an important position in our social economy. The courses in this department are practical in their approach, designed to provide the necessary tools for those planning careers in any of the several phases of operation within this field.

RE 1 REAL ESTATE FUNDAMENTALS

This course examines real estate's place in our social economy. The operation and forces of the market itself, and its relation to over-all public interest; it includes land economics and development, the market, building and its problems, building construction, brokerage, starting a real estate business, mortgage lending, remodeling, insurance, planning and zoning, Government Legislation — V.A. Loan Guaranty and Federal Housing Administration insurance on G.I. and non-G.I. loans.

2½ semester hours credit

RE 2 REAL ESTATE LAW AND CONVEYANCING

This course covers the legal processes and instruments used in controlling real estate ownership and transactions involving the acquisition, use, enjoyment and disposition of real estate and including land titles, estates, contracts, agreements of sale, deeds, mortgages and foreclosures, easements, liens, leases, landlord and tenant relations and liabilities, purchase and sale of real estate, conveyancing, wills and probate, building and zoning laws, and insurance.

(Prerequisite, RE 1)

2½ semester hours credit

RE 5 REAL ESTATE MANAGEMENT AND INVESTMENT

This course offers more of a practical than theoretical approach to the relationship which exists between real estate investment and management, placing particular emphasis on the advantages and risks of investment in real estate, types of real estate investments, the workings of the real estate operator with regard to exchange of real estate and speculation, financing of real estate purchase and development, the relation of investor to manager and broker, real estate management as a business, the organization of a management department in a brokerage firm, management policies, rent and rental problems, the fundamentals of apartment house management and co-operative apartments.

(Prerequisites, RE 1, RE 2, A 13-14)

2½ semester hours credit

RE 6 OPERATING A REAL ESTATE BUSINESS

For the person who is about to enter the real estate brokerage business, and as a refresher course for those already established in the business, this course offers new ideas from authoritative sources, as well as general principles and practices of the business. Included in the course are lectures and discussions on what real estate embraces, getting started in the real estate business, establishing an office, pitfalls to avoid, the art of selling, the sale from start to close, land subdivision, renting and leasing, women's field in real estate, hiring and training salesmen, advertising, publicity and promotion, and compensation for brokers and salesmen.

(Prerequisite, RE 1, RE 2 or equivalent)

2½ semester hours credit

RE 7 REAL ESTATE FINANCE

An advanced course dealing with the current methods of financing real estate, especially designed for realtors, bankers, attorneys, appraisers, as well as students pursuing the real estate program. It considers banking systems, instruments of finance, including discussions of long-term leases and bond issues; techniques of mortgage lending; appraising; financing various types of real estate; the effect of income taxes on financing. The functions of the real estate broker and the government financing agencies form a base for this course. They are supplemented by discussions pertaining to the influence of federal financing institutions upon the field of real estate as a segment of our economy.

(Prerequisites, RE 1, RE 2)

2½ semester hours credit

RE 9 REAL ESTATE SALES AND ADVERTISING

The selling of real estate calls for specialized applications of the principles of selling and advertising, basic to which are the techniques of property listing; the securing, classifying and analyzing of prospects; methods employed in selling the various kinds of residential, business and industrial properties; creative selling; trading and exchanging; financial aids in selling; the economics and techniques of advertising; women in the field of real estate sales.

(Prerequisites, RE 1, RE 2)

2½ semester hours credit

RE 11 REAL ESTATE APPRAISAL — RESIDENTIAL PROPERTIES

This course is designed to provide the student with the basic knowledge and tools necessary to enable him to appraise residential properties. Study is made of valuation concepts, the purposes of appraisal; the sources of, collection, and application of data used to prepare appraisals; the use of tables, residual techniques; special purpose properties; the summation and final estimate of value, and the writing of appraisal reports; preparation and presentation of expert court testimony.

(Prerequisites, RE 1, RE 2)

2½ semester hours credit

RE 13 REAL ESTATE APPRAISAL — COMMERCIAL AND INDUSTRIAL PROPERTIES

Presented in this course is the analyzing of business neighborhoods, the special appraisal functions, as applied to the following commercial and industrial properties: various types of business properties, retail store properties, heavy and light manufacturing properties, warehouse and waterfront properties, special purpose properties, banks, indoor and outdoor theaters, garages and gasoline stations, office buildings, combination store and offices, hotels, apartment buildings; the appraisal reports.

(Prerequisites, RE 1, RE 2, RE 11)

2½ semester hours credit

RE 15 CITY AND REGIONAL PLANNING

Effective planning for both individual business enterprise and for public policy determination is dependent upon a sound understanding of economic land utilization. This course applies these principles as it continues with a discussion of the principles and methods of planning for urban areas; the use of surveys for coordinating local and regional facilities; highways and transportation systems; proper location of public buildings and facilities, residential, business and industrial areas; population studies to forecast growth patterns; zoning and building code regulations; public utilities, etc.

2½ semester hours credit

RE 17 SMALL HOME CONSTRUCTION AND ESTIMATING

A practical and authoritative presentation of information invaluable to the contract builder, the real estate operator or the owner-builder regarding residential construction, remodeling or repair.

The course deals specifically with the types of house architecture; house styling; modern subdivision methods; construction details from foundation to roof; selection, scheduling and specifications of materials, equipment and services; plans and plan reading; construction specifications; estimating costs of materials, labor, etc.; budgeting finances.

2½ semester hours credit

RETAILING (R)

Retailing occupies one of the major steps in the important field of distribution. Rapid changes in retail merchandising practices create complex and difficult problems, making a knowledge of modern control methods necessary.

R 1 RETAIL STORE MERCHANDISING

This course presents the fundamental principles of retail store merchandising, including determination of customer demands, purchase planning, pricing, markups and markdowns, merchandise inventories, turnover, merchandising policies, and retail sales promotion. Particular emphasis is given to the emerging pattern of retailing in this country, including the growth of suburban stores, discount stores, and self-service operations. The course is presented through short cases and problems taken from actual operating experience of large, medium, and small stores.

2½ semester hours credit

R 3 RETAIL STORE ADVERTISING

This course is devoted to the study of the elements of retail advertising. The various media used by retailers are considered with drill in the preparation of effective retail copy. A study is made of institutional, straight merchandise and sales copy as exemplified in current advertising of important retail concerns. The principles of layout receive attention as well as the mechanics of production, including art work plates, typography, and printing. The aim is to furnish a practical foundation fitting students for a creative career in retail advertising.

(Prerequisite, D 10)

2½ semester hours credit

R 4 MERCHANDISE DISPLAY FOR SALES PROMOTION

Display as a tool of sales promotion; the function and organization of the display department in the promotion of merchandise through interior and exterior displays; selection and preparation of merchandise for display; the use of display fixtures; creating display arrangements and determining most effective locations; store traffic; impulse buying; display problems of the small stores; seasonal backgrounds; color and illumination effects in window and case displays; planning and budgeting to co-ordinate with store merchandising and management policies.

2½ semester hours credit

R 5 RETAIL STORE MANAGEMENT

Development of modern retail organizations, including smaller and larger retail stores, store location and layout, wage payment methods, selling services, receiving and marking procedures, mail and telephone orders, adjustments, delivery of merchandise, retail accounting and control, and store protection and maintenance.

2½ semester hours credit

TRANSPORTATION AND TRAFFIC MANAGEMENT (T)

The rapid changes in several phases of the transportation industry are creating many entirely new concepts in the methods and economics of business operation. The transportation courses below are designed to present a practical approach to the basic principles and practices of current procedures and operations.

T 1 TRANSPORTATION PRACTICES

The importance of transportation in the American economy; a comparative evaluation of the various available transportation services from the point of view of cost, total time in transit, reliability and geographical coverage, including movement of freight by rail, motor, water and air carriers, freight forwarders, parcel post and express as well as combinations and modifications of each; classification of freight; rules of classification; basic studies in rates and tariffs; freight claims, transportation insurance and warehousing. The basic factors involved in cost control are introduced.

2½ semester hours credit

T 3 TRAFFIC MANAGEMENT

The application of the principles of transportation and the principles of management to industrial activity. The traffic manager in the carrier organization; comparative advantages of different modes of transportation; selling the transportation service; government regulation and traffic management; use of tariffs; documentation; miscellaneous charges, rules and regulations. The industrial traffic manager, duties and qualifications; the industrial traffic management department; filing of claims, handling of freight; traffic management objectives.

(Prerequisite, T 1 or equivalent)

2½ semester hours credit

T 4 ADVANCED TRAFFIC MANAGEMENT PROBLEMS

This course applies the principles of transportation and the principles of traffic management to the solution of a series of actual and typical problems in industrial traffic management and carrier traffic management, and export and import procedure. The problems embody the application of the precepts of regulation and rate selection, as well as detailed analysis of comparative services and their costs.

(Prerequisites, T 1, T 3)

2½ semester hours credit

T 5-6 INTERSTATE COMMERCE COMMISSION PRACTICE AND PROCEDURE

A course designed to acquaint management levels in the transportation industry and in the industrial traffic departments of general industry with the responsibilities applicable to the regulation of transportation by the Federal Government; who must execute these responsibilities; the procedure by which they are carried out; history and content of Interstate Commerce Act and its impact upon all industrial activity; purpose and function of the Interstate Commerce Commission; training and preparation for the Interstate Commerce Commission Practitioners' Examination, including a study of important cases under the Commerce Clause of the Constitution; administrative law and procedure; ethics and general rules of practice.

(Prerequisite, T 1 or its equivalent)

5 semester hours credit

T 7-8 RATES AND TARIFFS

Technical treatment of tariff construction and use; structure of rates; the general rate level; procedure of filing; deviations from published tariffs and schedules; classification, exceptions, commodity rates, miscellaneous departures; changes in tariffs and classifications; the economic aspects of transportation rates.

(Prerequisites, T 1, T 5-6)

5 semester hours credit

T 9 COMMERCIAL WAREHOUSING

Commercial warehousing has become an important and integrated element in the transportation of freight. This course stresses the possibilities and procedures for reducing the over-all transportation and distribution costs while providing improved service through intelligent selection and utilization of commercial warehousing facilities. It includes types of commercial warehouses and the function of each; commercial warehouse receipts as a method of short-term industrial finance; commercial warehousing as a natural economic method of price stabilization and market control; the legal aspects of commercial warehousing.

2½ semester hours credit

T 11 MOTOR CARRIER OPERATIONS

Nature and characteristics of the motor carrier industry; types of motor carrier operations—common, contract, private, as well as local and over-the-road; regulation under the Motor Carrier Act of 1935; internal organization and administration, traffic management, terminal and garage operation; problems of revenue and cost, capital structure and financial management, selection, financing, maintenance, and replacement of equipment; industrial relations; safety and insurance; freight loss and damage claim; accounting, taxation and cost allocation; tariffs and classification; sales and public relations; trade associations and carrier rate conferences.

2½ semester hours credit

T 13-14 MOTOR CARRIER ACCOUNTING

Determination and allocation of revenue and cost in the motor carrier industry, including cost control for the benefit of management and cost allocation for regulatory purposes; capital structure and depreciation; office systems and procedure for the motor carrier; general record keeping for internal revenue as well as transportation regulation purposes, federal and state.

5 semester hours credit

T 15 FREIGHT CLAIMS FOR LOSS AND DAMAGE

This course presents the practical procedure as well as the legal basis for handling loss and damage claims, including the bill of lading as a contract, development of common carrier liability; duties of consignee and carrier with regard to acceptance of damaged freight; preparation, filing and prosecution of freight claims; statute of limitations; damages, usual and unusual, as well as direct and indirect.

(Prerequisites, T 1, T 3)

2½ semester hours credit

T 17 ADVANCED TRANSPORTATION ECONOMICS

This course looks beyond the mechanics of traffic management toward the more complete professionalization of the transportation executive, including the part played by transportation in the production process and the marketing process; transportation and the division of labor; the effect of transportation rates on prices and on the location of industry; carrier rate structure; the philosophy of public utility regulation; lawfulness and unlawfulness of carrier rates.

(Prerequisite, Ec 1-2)

2½ semester hours credit

T 21 OCEAN TRANSPORTATION

This course includes the principles and practices of ocean transportation of freight; common, contract and tramp carrier operations; methods of calculating and applying rates and charges in ocean transportation; cargo control; customs procedures; free zones; through movement from and to inland points; port authority operation and port development; legal aspects of ocean freight movement.

2½ semester hours credit

T 23 AIR CARGO TRANSPORTATION

This course deals with the chronological development and scope of the air cargo industry, including air mail, air freight, and air express. It considers the characteristics of aircraft as cargo carriers; practical applications of the airlines' official tariffs; the competitive position of air cargo transportation in the over-all transportation system; legal aspects of air cargo transportation; the effects of air transportation on our economy.

2½ semester hours credit

T 25 TRANSPORTATION INSURANCE

This course discusses the risks in the transportation industry for which insurance coverage offers protection. It includes the consideration of carrier risks such as public liability in the event of loss of life or personal injury, loss or damage to property, workmen's compensation; carrier risks such as cargo protection while freight is in transit under common carrier liability; coverage from the shipper point of view with respect to in-transit all-risk floater insurance; rights and liabilities of carrier and shipper in the event of loss or damage; specially designed insurance coverages for unusual transportation conditions. *2½ semester hours credit*

T 26 MOTOR CARRIER TRAFFIC MANAGEMENT

This course deals with the administrative direction of the motor carrier as contrasted with the operational direction; the traffic manager as buffer between the carrier and the Interstate Commerce Act; cooperation with the sales department in the protection of the carrier's competitive position; general and special promulgation of carrier rates; bureau action and independent action; development of carrier's gross revenue structure; the relationship of the traffic manager to carrier ownership; line and staff functions supervised by the traffic manager; liaison between traffic, sales and operations from the traffic viewpoint. *2½ semester hours credit*

T 27 MOTOR CARRIER SALES

This course deals with the nature and function of transportation service as an item bought and sold; the various types of transportation service available; matching the proper service to the proper need; engineering the sale of transportation service as contrasted with the haphazard "solicitation of freight"; what the transportation salesman should know about service and rates; legal and ethical restrictions on selling transportation service; liaison between sales, traffic, and operations from a sales viewpoint; various methods of proof that transportation service is not intangible. *2½ semester hours credit*

T 28 CURRENT TRANSPORTATION PROBLEMS

Seminar course in the application of advanced transportation practices to specific requirements of industry; the development of optimum transportation cost control based upon the given conditions in selected case study firms; construction of an effective traffic department; liaison of traffic department with other departments of the company; rate record systems for observation and analysis of current and past transportation costs; specific approaches for transportation cost reduction, such as reclassification, departures from class rates; private carrier operation; shipper and consignee cooperatives, etc.; reliable measurement of transportation cost against standard industrial cost yardsticks; correct measurement of reduction in transportation costs.

Enrollment only by approval of Instructor or Dean

2½ semester hours credit

Application
Received by _____

Date _____

Northeastern University

SCHOOL OF BUSINESS

360 HUNTINGTON AVENUE, BOSTON 15, MASS.

APPLICATION FOR ADMISSION

A fee of five dollars must accompany this application. Make checks, money orders, or drafts payable to Northeastern University. **This fee is not refundable.** This fee is included under the educational benefits of the G. I. Bill of Rights.

Date

Mr. _____
Mrs. _____
Miss _____
I (Print name in full)

(First)

(Middle)

(Last)

hereby apply for admission to the School of Business, for the program designated.

- | | | |
|--------------------------|--|--|
| B.B.A.
Degree | <input type="checkbox"/> Commercial or Industrial Accounting Associate | <input type="checkbox"/> In Accounting |
| | <input type="checkbox"/> Public Accounting (C.P.A.) | <input type="checkbox"/> In Management |
| | <input type="checkbox"/> Cost Accounting | <input type="checkbox"/> Certificate |
| | <input type="checkbox"/> Business Management | <input type="checkbox"/> Credit & Financial Management Institute |
| | <input type="checkbox"/> Credit and Financial Management | <input type="checkbox"/> Institute for Business & Professional Secretaries |
| | <input type="checkbox"/> Engineering and Management | <input type="checkbox"/> Institute of Insurance |
| | <input type="checkbox"/> Industrial Management | <input type="checkbox"/> Institute of Material Handling |
| | <input type="checkbox"/> Insurance | <input type="checkbox"/> Institute of Retailing |
| | <input type="checkbox"/> Law and Business | <input type="checkbox"/> Institute of Traffic Management |
| | <input type="checkbox"/> Liberal Arts and Business | <input type="checkbox"/> Labor Relations Institute |
| | <input type="checkbox"/> Marketing | <input type="checkbox"/> Office Management Institute |
| | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Production Management Institute |
| | <input type="checkbox"/> Office Management | <input type="checkbox"/> Quality Control Institute |
| | <input type="checkbox"/> Personnel and Industrial Relations | <input type="checkbox"/> Real Estate Institute |
| | <input type="checkbox"/> Production Management | |
| | <input type="checkbox"/> Real Estate | |
| | <input type="checkbox"/> Retailing | |
| | <input type="checkbox"/> Transportation and Traffic Management | |

Single Courses only: ☐ (List each course)

Home address: Street

State

City

Telephone

(OVER)

Date of birth..... yrs. mos.
 Are you to take these courses under the G. I. Bill of Rights? ☐ Yes ☐ Single
☐ No ☐ Married
 Name and address of parent or guardian if under 21 years of age.....

I have attended, including other schools of the Northeastern University system, the following schools above grammar grade. List all junior and senior high schools, evening high schools, preparatory schools, colleges and universities (if attendance at a university, *designate school*).

NAME OF SCHOOL	LOCATION — CITY, STATE	Check Years Attended				Date Left	Date of Graduation	Degree if any
		1	2	3	4			

I request advanced standing credit for previous college work completed at (name of institution).....

For information relative to my character and general ability, I refer you to the following person who is not a student or relative:
 Name..... Street.....

City..... State..... Occupation.....

I first learned of Northeastern University through.....

Following is the name and address of the person who recommended that I enter the School of Business.....

I am employed as indicated below.

Name and Address of Employer..... My Position.....

(My Usual Signature).....

NORTHEASTERN UNIVERSITY

COEDUCATIONAL

Programs of instruction leading to appropriate degrees are offered by the Schools and Colleges of the University in the following areas of study:

LIBERAL ARTS

The COLLEGE OF LIBERAL ARTS offers a broad program of courses in the sciences, mathematics, modern languages, humanities, and social studies serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for specialization. Degrees: Bachelor of Arts or Bachelor of Science.

The EVENING DIVISION of the College offers courses in arts and social sciences during evening and Saturday morning hours. Degrees: Bachelor of Arts; Associate in Arts.

EDUCATION

The COLLEGE OF EDUCATION offers day curricula combining broad general education and professional study for the preparation of elementary and secondary school teachers. Degree: Bachelor of Science in Education.

The GRADUATE DIVISION of the College offers, during late afternoon, evening and Saturday morning hours, advanced courses leading to the degree of Master of Education.

BUSINESS

The COLLEGE OF BUSINESS ADMINISTRATION offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

The SCHOOL OF BUSINESS, organized specifically to meet through evening and Saturday morning classes the needs of employed persons, offers curricula in Accounting, Business Management, Engineering and Management, Industrial Management, Insurance, Marketing, Law and Business, Personnel and Industrial Relations, Real Estate, Retailing, Transportation and Traffic Management. Degrees: Bachelor of Business Administration; Associate in Business Administration.

The GRADUATE DIVISION of the School provides an evening program of advanced study leading to the degree of Master of Business Administration.

ENGINEERING

The COLLEGE OF ENGINEERING offers professional curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Degree: Bachelor of Science in Engineering with specification as to field.

The GRADUATE DIVISION of the College offers, during evening hours, advanced courses in certain fields of Civil, Mechanical, and Electrical Engineering, Engineering Management, Communications, Chemistry, and Mathematics-Physics, leading to the degree of Master of Science.

The LINCOLN INSTITUTE offers four-year evening programs in the technology of various fields of engineering and in chemistry. The curricula comprise courses of college grade which are integrated into programs covering the several specialized fields. Degrees: Associate in Engineering; Associate in Chemistry.

The Cooperative Plan

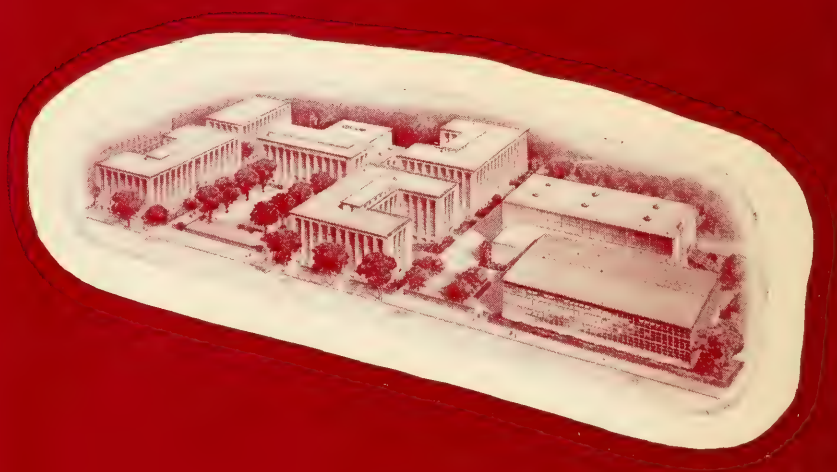
The Colleges of Liberal Arts, Education, Business Administration, and Engineering offer day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses.

For further information regarding any of the above schools, address

Director of Admissions

NORTHEASTERN UNIVERSITY

BOSTON, MASSACHUSETTS



NORTHEASTERN UNIVERSITY



BULLETIN
1957-1958

EVENING SESSIONS
College of Liberal Arts
(COEDUCATIONAL)

BOSTON 15, MASSACHUSETTS

Office Hours

JUNE 15 — AUGUST 15

Monday through Thursday.....8:45 A.M.—9:00 P.M.

Friday.....8:45 A.M.—5:00 P.M.

AUGUST 15 — JUNE 15

Monday through Friday.....8:45 A.M.—9:00 P.M.

Saturday.....8:45 A.M.—12:00 NOON

The office is closed on all legal holidays.

Interviews

Prospective students, or those desiring advice or guidance regarding any part of the school work or curricula, are encouraged to arrange for personal interviews with the Director or other officers of instruction. Career planning through competent guidance provides an understanding of professional requirements and develops that definiteness of purpose so vital to success.

Gifts and Bequests

Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

The legal name of the University is "Northeastern University." However, in the making of gifts and bequests to Northeastern, the following wording is suggested: "Northeastern University, an educational institution incorporated under the laws of Massachusetts and located in Boston, Massachusetts."

ADDRESS

Director of Evening Courses

NORTHEASTERN UNIVERSITY

COLLEGE OF LIBERAL ARTS

360 Huntington Avenue, Boston 15, Mass.

Telephone: Copley 7-6600

NORTHEASTERN UNIVERSITY

College of Liberal Arts

BULLETIN
OF EVENING COURSES
(COEDUCATIONAL)



The University is located at the entrance to the
Huntington Avenue subway within nine minutes of
Park Street and easily accessible from all points.



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Calendar

1957

Summer session classes begin.....	{ School of Business, May	27
	{ Liberal Arts.....	June 17
Legal Holiday — No class sessions	July	4
Summer session classes end	{ Liberal Arts.....	Aug. 22
	{ School of Business, Aug.	29
Fall semester classes begin.....	{ Liberal Arts.....	Sept. 6
	{ School of Business, Sept.	16
Legal Holiday — No class sessions	Oct.	12
Week for first term tests.....	{ Liberal Arts.....	Oct. 14-19
	{ School of Business, Oct.	21-26
Legal Holiday — No class sessions.....	Nov.	11
Legal Holiday — No class sessions.....	Nov.	28
Week for second term tests.....	{ School of Business, Dec.	2- 7
	{ Liberal Arts.....	Nov. 18-23
Final class session before Christmas recess.....	Dec.	21

1958

First class session after Christmas recess.....	Jan.	2
Final examinations, fall semester.....	Jan.	20-25
Spring semester classes begin.....	Jan.	27
Legal Holiday — No class sessions.....	Feb.	22
Week of first term tests	{ School of Business, March	3- 8
	{ Liberal Arts.....	March 10-15
Legal Holiday — No class sessions.....	April	19
Week of second term tests.....	{ School of Business, April	14-19
	{ Liberal Arts.....	April 21-26
Legal Holiday — No class sessions.....	May	30
Final examinations — spring semester.....	{ School of Business, May	19-24
	{ Liberal Arts.....	June 9-14
Summer session classes begin.....	{ School of Business, May	26
	{ Liberal Arts.....	June 16
Commencement Exercises.....	June	15
Legal Holiday — No class sessions.....	July	4
Summer session classes end	{ School of Business, Aug.	30
	{ Liberal Arts.....	Aug. 23

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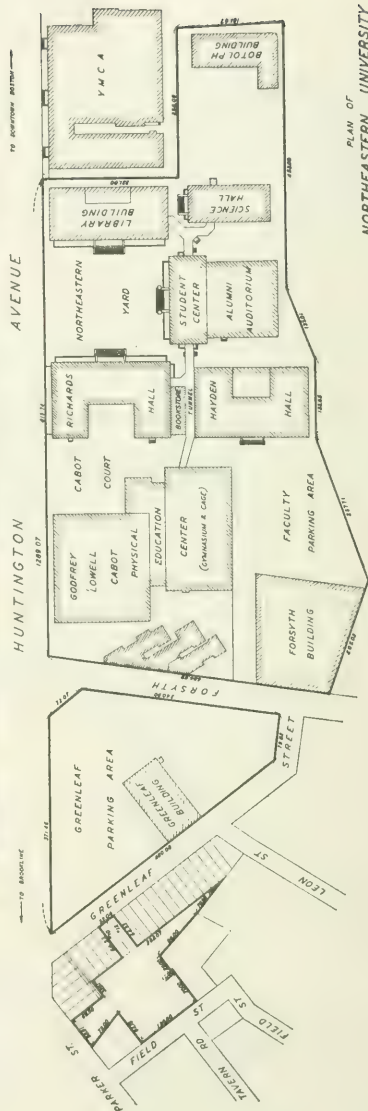
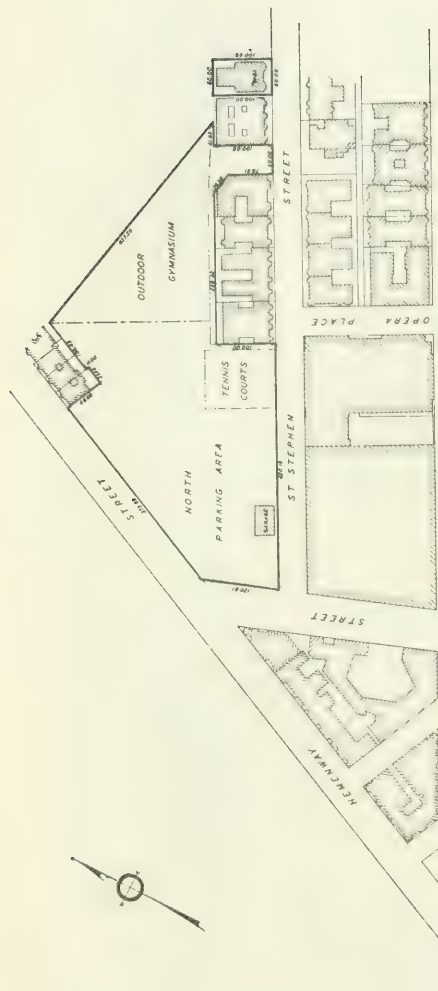
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PLAN OF
NORTHEASTERN UNIVERSITY
BOSTON, MASSACHUSETTS
OCTOBER 1958

General Statement

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) an Executive Committee which has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Committee on Development which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University, from its beginning, has had as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

The following is a brief outline of the principal types of educational opportunities offered by the University.

In the Field of Liberal Arts

The College of Liberal Arts offers majors in the usual fields of the arts and sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. With the exception of pre-professional programs, day curricula are normally five years in length and operated on the Co-operative Plan. However, in all majors except Chemistry and Physics, qualified students, with the approval of the Dean, may elect to complete the requirements for the degree on a full-time plan in four years.

The College of Liberal Arts also offers certain of its courses during evening hours, constituting programs of study leading to the degrees of Bachelor of Arts or Associate in Arts.

In the Field of Education

The College of Education offers four-year curricula leading to the degree of Bachelor of Science in Education. These are designed particularly to meet the needs of high school graduates who desire to prepare themselves for teaching and administrative positions in elementary and secondary schools.

During late afternoons, evenings and Saturday mornings, the College of Education also sponsors graduate courses for teachers in service and leading to the degree of Master of Education.

Persons with several years of teaching experience interested in completing the requirements for a Bachelor's degree should inquire about a combined program to meet this objective.

In the Field of Business

The College of Business Administration offers five-year co-operative curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management leading to the degree of Bachelor of Science in Business Administration. Four-year conventional programs not involving co-operative work, leading to the same degree, are also available for veterans.

The School of Business — operated during evening hours — offers undergraduate curricula leading to the degree of Bachelor of Business Administration in Accounting, Management, Law and Business, and Engineering and Management. For students who because of occupational reasons desire shorter programs concentrating in specific areas, Institutes awarding the certificate are offered in Credit and Financial Management, Insurance, Labor Relations, Municipal Management, Office Management, Production Management, Quality Control, Real Estate, Retailing, Sales and Advertising, Statistics, Traffic and Transportation, and for Business and Professional Secretaries.

The Graduate Division of the School of Business provides an evening program of graduate study leading to the degree of Master of Business Administration.

In the Field of Engineering

The College of Engineering offers five-year co-operative curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering leading to the degree of Bachelor of Science with specification according to the department in which the student qualifies.

The College of Engineering also offers during evening hours graduate programs of instruction leading to the degree of Master of Science in certain fields in Civil, Mechanical and Electrical Engineering, in Mathematics-Physics, and in Chemistry. These curricula are designed to provide engineering graduates opportunities for further professional development.

The Lincoln Institute offers during evening hours programs leading to the degrees of Associate in Chemistry and Associate in Engineering in Civil, Mechanical, Electrical, Electronic, and Industrial Engineering.

Buildings and Facilities

University Buildings

Location

Northeastern University is located on Huntington Avenue, Boston, opposite the historic Boston Opera House. The main administrative offices of the University are located in Richards Hall.

The chief railroad centers of Boston are the North and South Stations. To reach the University from the North Station, board an MTA subway car going to Park Street and transfer there to any Huntington Avenue car. To reach the University from the South Station, board a Cambridge-bound subway train and transfer at Park Street to a Huntington Avenue car. The "Northeastern" station is the first stop outside the subway.

Huntington Avenue Campus

The principal educational buildings of Northeastern University are located on a sixteen-acre site in the Back Bay section of Boston. Only one block to the west of the University lie the famous Boston Museum of Fine Arts and the beautiful public gardens-park reservation known as "The Fenway." The newer buildings of the Huntington Avenue Campus are pictured in the center spread of this catalog.

Following a long-range development plan, University facilities have expanded substantially in recent years. In addition to the six buildings constructed within the last two decades, several modernized older buildings are available for specialized uses. The newer buildings on the campus are interconnected by means of tunnels, so that the students may go from building to building without going out of doors in inclement weather. All of the buildings are used in common by the students of the four Northeastern Day Colleges.

The University facilities include the following:

Botolph Building — Department of Civil Engineering, laboratories, and classrooms

Forsyth Building — Department of Industrial Engineering, classrooms

Greenleaf Building — ROTC offices, Maintenance department, and research facilities

Library Building — Library, instructional department offices, classrooms

Science Hall — Chemical Engineering, Biology laboratories, instructional department offices, and classrooms

Student Center Building — Student Activities office, Health department, auditorium, cafeteria, and classrooms

Richards Hall — Administrative offices, instructional department offices, Mechanical Engineering, Physics, Psychology and Chemistry laboratories, and classrooms

Physical Education Center — gymnasium, cage, rifle range

Hayden Hall — Electrical Engineering, Evening Division offices, instructional department offices and classrooms

The College of Liberal Arts

Aims

IN PROVIDING the means to a modern liberal education, the College of Liberal Arts of Northeastern University has a threefold objective: first, the development of intellectual capability; second, the development of a well-rounded personality; and third, preparation for a vocation.

Intellectual capability rests upon the foundation of a sound general education. Through the required and elective courses of all curricula, students are guided toward a mastery of the leading ideas, significant facts, and the habits of thought and methods of work in the areas of language, natural science, social science, and the humanities. With this training the student will better understand the world and society in which he lives, appreciate more fully the basic values upon which civilization and culture rest, and perceive and accept his responsibilities as an active participant in social groups — the family, the community, the nation and the world. At the same time the student is aided in the development of a resourceful and independent mind, the ability to use as well as to accumulate knowledge, and the awareness of his mental strengths and weaknesses.

Since liberal arts colleges were originally established for the purpose of training for certain professions, the College of Liberal Arts holds that there is no inconsistency between a truly liberal education and preparation for a vocation. Today it is widely accepted that a liberal education must prepare both for the art of living and the obtaining of a living.

Methods

To enable each student to plan a college program in keeping with his own interests and aptitudes, a wide range of electives is offered. This does not mean that students are free to elect courses indiscriminately, for if they are to obtain a liberal education they must have training in several basic fields. Therefore, the Faculty Committee on Education has established basic minimum requirements in each of several fields. These distribution requirements are outlined with each of the program offerings.

Programs of Instruction

To achieve the aims established for the Evening Programs in Liberal Arts, of serving men and women who are engaged in full-time employment during the day, the College offers curricula leading to the baccalaureate and associate degrees, and Institute programs in which certificates are awarded. The various individual courses of study are outlined on the following pages of this catalog. Course descriptions are included by departments beginning on page 29.

The Bachelor of Arts Degree

Major fields of study are offered in Economics, History-Government, and Sociology. Each student will choose a minor field in consultation with his faculty adviser.

The distribution requirements, including certain required courses, are shown with each curriculum. Upon petition to the faculty, students may be permitted in exceptional cases to substitute other courses which will more adequately serve their specific vocational objectives.

Quantity Requirements

Each curriculum normally provides for not less than 130 semester hours of work, including at least 30 semester hours of advanced work in a major field, and at least 15 semester hours of prescribed or elective courses in a related minor field.

All candidates for a degree must have satisfactorily completed in college one year of a modern foreign language above the elementary level.

No student transferring from another college or university is eligible to receive a degree until at least one year of academic work (24 semester hours credit) has been completed at Northeastern immediately preceding graduation.

The suggested curricula indicate that the degree requirements may be completed in six academic years.

Many students will find it advisable to spread their academic loads either by taking courses during the summer or by extending their programs over a longer period.

Quality Requirements

Of the 130 or more semester hours required for a degree, at least 85 semester hours must have been completed with a grade of C or better.

Graduation with Honor

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty, a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Curriculum in Economics

<i>Course No.</i>	<i>FIRST YEAR</i>	<i>Sem. Hrs.</i>	<i>Course No.</i>	<i>FOURTH YEAR</i>	<i>Sem. Hrs.</i>
Ec1	ECONOMIC PRINCIPLES.....	4	†Ec21	ECONOMIC GEOGRAPHY.....	2½
Ec2	ECONOMIC PROBLEMS.....	4	†Ec22	INTERNATIONAL ECONOMICS....	2½
E12	ENGLISH I.....	4	†Ec11-12	FIN. POLICIES & PLANNING....	5
G12	AMERICAN GOVERNMENT.....	4	E31-32	WORLD LITERATURE.....	4
Sc1-4	SUR. PHYSICAL SCIENCES OR....	8		MODERN LANGUAGE.....	4
Sc5-8	GENERAL BIOLOGY.....	6		Electives.....	4
<i>SECOND YEAR</i>			<i>FIFTH YEAR</i>		
H1-4	HISTORY OF CIVILIZATION.....	8	†Ec18	MONETARY POLICY.....	2½
†Ec7-8	STATISTICS I AND II.....	5	†Ec19	BUSINESS FLUCTUATIONS AND FORECASTING.....	2½
	Electives.....	8		MODERN LANGUAGE.....	4
<i>THIRD YEAR</i>			Ph1-2	PHILOSOPHY.....	4
S1-2	SOCIOLOGY, PRINCIPLES.....	4	†A13-14	ACCOUNTING.....	5
Ps1-2	PSYCHOLOGY, GENERAL.....	4		Electives.....	4
†Ec5-6	FINANCING BUS. OPERATIONS..	5	<i>SIXTH YEAR</i>		
	Electives.....	8	†G200	COMPARATIVE ECON. SYSTEMS..	2½
			†G201	HISTORY ECON. THOUGHT....	2½
			†IR22	LABOR ECONOMICS.....	2½
			†L16	GOVT. CONTROLS IN BUSINESS..	2½
			H9-11	U. S. HISTORY.....	6
				Electives.....	6

The following are recommended electives:

- S3-4 Sociology, Problems
- Ps3 Psychology of Personality
- Ps4 Abnormal Psychology
- F1-2 Ancient and Medieval Art

In addition to the recommended electives, students should consult with the Director for other course offerings in liberal arts or appropriate courses which would carry forward their educational objectives.

Curriculum in History-Government

<i>Course No.</i>	<i>FIRST YEAR</i>	<i>Sem. Hrs.</i>	<i>Course No.</i>	<i>FOURTH YEAR</i>	<i>Sem. Hrs.</i>
H1-4	HISTORY OF CIVILIZATION.....	8	H21	MODERN EUROPEAN HISTORY ..	2
G1-2	AMERICAN GOVERNMENT.....	4	H13	ENGLISH CONST. HISTORY.....	2
E1-2	ENGLISH I.....	4	H14	AMERICAN CONST. HISTORY....	2
Sc1-4	SUR. PHYSICAL SCIENCES OR.....	8	G8	MODERN POLITICAL THEORY....	2
Sc5-8	BIOLOGY.....	6	Ph1	INTRO. TO PHILOSOPHY.....	2
			Ps1-2	PSYCHOLOGY, GENERAL.....	4
				Electives.....	6
<i>SECOND YEAR</i>			<i>FIFTH YEAR</i>		
H9-10	U. S. HISTORY.....	4	H27-28	INDIA AND FAR EAST.....	4
G3-4	COMPARATIVE GOVERNMENT....	4	H23-24	Soviet Union	4
Ec1-2	ECONOMIC PRINCIPLES.....	4		MODERN LANGUAGE.....	4
Ec3-4	ECONOMIC PROBLEMS.....	4	Ph7-8	SOCIAL ETHICS.....	4
E31-32	WESTERN WORLD LITERATURE ..	4		Electives.....	4
	Electives.....	4			
<i>THIRD YEAR</i>			<i>SIXTH YEAR</i>		
H19-20	ENGLISH HISTORY.....	4	H29-30	LATIN AMERICAN HISTORY.....	4
H11	RECENT AMERICAN HISTORY....	2	L16	GOV. CONTROLS IN BUSINESS....	2½
G14	AMERICAN POLITICAL PARTIES... 2		PA40	STATE & LOCAL RELATIONS....	2½
G15-16	AMERICAN FOREIGN POLICY....	4		MODERN LANGUAGE.....	4
S9	CULTURAL ANTHROPOLOGY....	2	E25	AMERICAN LIT. TO 1860.....	2
	Electives.....	8	E26	AMERICAN LIT. SINCE 1860....	2
				Electives.....	5

The following are suggested electives:

S1-2	Sociology Principles.....	4
S25-26	Ethnology.....	4
E15-16	English Literature.....	8
H22	Recent European History.....	2
F1-2	Ancient and Medieval Art.....	4

In addition to the recommended electives, students should consult with the Director for other course offerings in liberal arts or appropriate courses which would carry forward their educational objectives.

Curriculum in Sociology

<i>Course No.</i>	<i>FIRST YEAR</i>	<i>Sem. Hrs.</i>	<i>Course No.</i>	<i>FOURTH YEAR</i>	<i>Sem. Hrs.</i>
H1-4	HISTORY OF CIVILIZATION.....	8	S13-14	JUVENILE DELINQUENCY.....	4
Sc5-8	BIOLOGY.....	6	S15-16	CRIMINOLOGY.....	4
E1-2	ENGLISH I.....	4	Ph1-2	PHILOSOPHY.....	4
G1-2	AMERICAN GOVERNMENT.....	4	F1-2	ANCIENT & MEDIEVAL ART....	4
				MODERN LANGUAGE.....	4
				Electives.....	2
<i>SECOND YEAR</i>			<i>FIFTH YEAR</i>		
Ec1	ECONOMICS, PRINCIPLES.....	4	S19	THE FAMILY.....	2
S1-2	SOCIOLOGY, PRINCIPLES.....	4	S32	URBAN SOCIETY.....	2
S3	SOCIAL PROBLEMS.....	2		MODERN LANGUAGE.....	4
S4	SOCIAL PATHOLOGY.....	2		Electives.....	14
H9-10	U. S. HISTORY.....	6			
	Electives	4			
<i>THIRD YEAR</i>			<i>SIXTH YEAR</i>		
Ps1-2	PSYCHOLOGY, GENERAL.....	4	S21-24	SOCIAL SERVICE I AND II.....	8
S27-28	AMERICAN CULTURE.....	4	S30-31	SOCIAL THEORY.....	4
S9	CULTURAL ANTHROPOLOGY....	2		MODERN LANGUAGE.....	4
S25	ETHNOLOGY.....	2	Ph7-8	SOCIAL ETHICS.....	4
	Electives.....	8		Electives.....	2

The following courses are recommended as electives:

EC7-8	Statistics I and II.....	5
Ps3	Psychology of Personality.....	2
Ps4	Abnormal Psychology.....	2
S5	Group Dynamics.....	2½
IR-7	Industrial Sociology.....	2½
IR-22	Labor Economics.....	2½
IR11-12	Human Relations.....	5
IR5	Psychology for Business and Industry.....	2½

In addition to the recommended electives, students should consult with the Director for other course offerings in liberal arts or appropriate courses which would carry forward their educational objectives.

Liberal Arts and Business

A Combined Program Leading to the Degree of Bachelor of Business Administration

The University recognizes the dual purpose of education: (1) to prepare the student to live a full and effective life, (2) to train him for earning his living. There are several areas of employment which require as preparatory training a natural combination of liberal arts with business courses.

To meet this need, the College of Liberal Arts, through its evening program, offers in conjunction with the School of Business a six-year curriculum leading to the degree of Bachelor of Business Administration with specification.

Programs of Instruction

On the following pages, three suggested curricula are shown which demonstrate the possibility of combining courses of an applied nature with those in Liberal Arts to serve specific needs. Similar programs can be arranged in consultation with the Dean to serve the needs of students desirous of training for other areas of work.

Quantity Requirements

<i>Liberal Arts:</i>	<i>Sem. Hrs.</i>
Course credits totaling seventy-two (72) semester hours in an approved program . .	72
<i>Business:</i>	
Course credits totaling fifty (50) semester hours in an approved program	50
Total semester hours required for the degree	122

Quality Requirements

The degree of Bachelor of Business Administration is awarded through the School of Business. The student must achieve a minimum cumulative average of seventy (70) per cent for all work completed at Northeastern to qualify for the degree.

Graduation with Honors

Three honorary distinctions are conferred upon properly qualified candidates for the bachelor's degree upon graduation: highest honors, high honors, and honors.

To be entitled to honors, a student must have completed a minimum of two full years of study in the school. Courses credited by advanced standing, whether by transfer or by examination, will be eliminated in determining honors.

Residence Requirement

Every degree candidate must satisfactorily complete at Northeastern University, immediately preceding graduation, a minimum of thirty (30) semester hours of credit, at least ten (10) of which must be in the candidate's major field.

Personnel and Industrial Relations Curriculum

Combined Program in Liberal Arts and Business Leading to the Degree of Bachelor of Business Administration

<i>Course No.</i>	<i>FIRST YEAR</i>	<i>Sem. Hrs.</i>	<i>Course No.</i>	<i>SECOND YEAR</i>	<i>Sem. Hrs.</i>
H1-4	HISTORY OF CIVILIZATION.....	8	Ec1-2	ECONOMICS, PRINCIPLES.....	4
Sc5-8	BIOLOGY.....	8	Ec3-4	Economics, Problems.....	4
E1-2	ENGLISH I.....	4	†Ec7-8	STATISTICS I AND II.....	5
G1-2	AMERICAN GOVERNMENT.....	4	S1-2	SOCIOLOGY.....	4
			S3	Social Problems.....	2
			S4	Social Pathology.....	2
	<i>THIRD YEAR</i>			<i>FOURTH YEAR</i>	
Ps1-2	PSYCHOLOGY, GENERAL.....	4	Ph1	PHILOSOPHY.....	2
Ps3	PSYCH. OF PERSONALITY.....	2	Ph9	LOGIC.....	2
Ps4	ABNORMAL PSYCHOLOGY.....	2	E31-32	WORLD LITERATURE <i>or</i>	
S9	Cultural Anthropology.....	2	E15-16	ENGLISH LITERATURE.....	4
S25	Ethnology.....	2	†IR11-12	HUMAN RELATIONS.....	5
S27-28	American Culture.....	4	†IR5	PSYCH. FOR BUS. AND IND.....	2½
IR3	PSYCH. GROUP DYNAMICS.....	2½	†IR13	PERS. MGMT. PRACTICES.....	2½
†IR7	INDUSTRIAL SOCIOLOGY.....	2½			
	<i>FIFTH YEAR</i>			<i>SIXTH YEAR</i>	
†IR22	LABOR-MGMT. RELATIONS.....	2½	†IR25	LABOR AGREEMENTS.....	2½
†IR6	Training Methods.....	2½	†IR9	WAGE ADMINISTRATION.....	2½
†IR23	LABOR LEG.—UNION- MANAGEMENT RELATIONS..	2½	†IR27	LAB. REL. SEMINAR.....	2½
†IR24	LABOR LEG.—STD. & COND. OF EMPLOYMENT.....	2½	IR8	Tech. Supervision.....	2½
S13-14	Juvenile Delinquency.....	4	A13-14	Managerial Accounting.....	5
S15-16	Criminology.....	4			

The above is a suggested program of courses integrated so as to provide understanding of principles underlying sound human relations policies. The courses in caps and small caps are required. Those in regular type will in most cases serve as most effective supporting courses. However, to meet more adequately the specific training needs of the individual student, a limited substitution for the supporting courses may be selected from those courses listed below:

E6	Business Conferences	D1-2	Marketing
A15-16	Cost Accounting, Managerial	OM2	Office Org. and Administration
S19	Family, The	D3	Principles of Selling
Ec5-6	Financing Business Operations	IM11	Principles Production Planning
L16	Govt. Controls in Business	E11	Public Speaking—Parl. Procedure
F1-2	Ancient and Medieval Art	Sc1-2	Sur. Physical Sciences
E10	Industrial Journalism	IM5	Time Study
IM9	Job Evaluation	H9-10	U. S. History
L13	Law	S32	Urban Society

Prelegal Curriculum

Combined Program in Liberal Arts and Business Leading to the Degree of Bachelor of Business Administration

<i>Course No.</i>	<i>FIRST YEAR</i>	<i>Sem. Hrs.</i>	<i>Course No.</i>	<i>SECOND YEAR</i>	<i>Sem. Hrs.</i>
H1-4	HISTORY OF CIVILIZATION.....	8	S1-2	SOCIOLOGY, PRINCIPLES.....	4
Sc1-4	SUR. PHYSICAL SCIENCES <i>or</i>		S3	Social Problems.....	2
Sc5-8	GENERAL BIOLOGY.....	8	S4	Social Pathology.....	2
G1-2	AMERICAN GOVERNMENT.....	4	Ec1-2	ECONOMICS, PRINCIPLES.....	4
E1-2	ENGLISH I.....	4	Ec3-4	Economics, Problems.....	4
			†A13-14	Accounting.....	5
	<i>THIRD YEAR</i>			<i>FOURTH YEAR</i>	
Ps1-2	GENERAL PSYCHOLOGY.....	4	S15-16	CRIMINOLOGY.....	4
Ps9	Psychology of Personality....	2	†Ec11-12	FIN. POL. & PLG.....	5
Ps10	Abnormal Psychology.....	2	†L16	GOVT. CONTROLS IN BUS.....	2½
†Ec5-6	FINANCING BUS. OPERATIONS..	5	E11	Public Speaking—Parl. Proc..	2½
H13	ENGLISH CONST. HISTORY....	2	H9-10	U. S. HISTORY.....	4
H14	AMERICAN CONST. HISTORY....	2			
G15-16	AMER. FOR. POLICY.....	4			
	<i>FIFTH YEAR</i>			<i>SIXTH YEAR</i>	
†Ec7-8	Statistics I AND II.....	5	†A41-42	Basic Federal Taxes.....	5
†IR22	Labor-Mgmt. Relations....	2½	†Re1	Real Estate Fundamentals....	2½
†IR24	Labor Legislation.....	2½	†Re2	Real Estate Law & Convey....	2½
E31-32	WORLD LITERATURE.....	4		Elective.....	5
Ph1	PHILOSOPHY.....	2			
Ph9	LOGIC.....	2			

The courses comprising the suggested program shown above were selected because of their value in providing a background knowledge for several of the fields with which the lawyer becomes involved in his professional practice. The courses in caps and small caps are required. Those in regular type will in most cases serve as effective supporting courses. However, to meet more adequately the specific needs of the individual students, a limited number of substitutions for the supporting courses may be selected from those courses listed below:

G14	American Political Parties	IR7	Industrial Sociology
E6	Business Conferences	D23	Legal Aspects For. Trade
In27	Business Insurance	D36	Management Small Business
In11-12	Casualty Insurance	G8	Modern Political Theory
In5	Claims Procedure	PA38	Municipal Law
G3-4	Comparative Government	OM2	Office Org. and Administration
D33	Credit Fundamentals	A45-46	Tax Planning
In23	Group Insurance	A49	Tax Procedure
		H9-10	U. S. History

The Associate in Arts Degree

The program leading to the Associate Degree is offered for those who are desirous of obtaining a general cultural background in the liberal arts and humanities, but who do not wish to pursue a major field of concentration for the baccalaureate degree.

Quantity Requirements

Candidates for the Associate in Arts degree must complete a minimum of 72 semester hours of credit. This is approximately one-half of the requirements (130 semester hours) for the Bachelor of Arts degree.

To provide a balanced program which will achieve the established objectives, the faculty has set minimum credit requirements in the several fields of study as follows:

Distribution Requirements

	<i>Sem. Hrs.</i>
Economics.....	4
English.....	12
Fine Arts.....	4
Government.....	6
History.....	8
Philosophy.....	2
Psychology or Sociology.....	4
Science.....	8
Other courses.....	24
TOTAL.....	72

These requirements can be completed by class attendance three evenings a week for three academic years of forty (40) weeks each. In many cases it will be advisable in the interest of the students to satisfy the requirements by attendance over a longer period. On the other hand, attendance during the Summer Term will make it possible to shorten the length of time, or at least distribute the course load more evenly over the entire calendar year. For complete information regarding the academic calendar, see page 3.

Quality Requirements

To qualify for the Associate in Arts degree, the student must achieve a minimum cumulative average of seventy (70) per cent.

General Information

The Academic Year

The courses which comprise the several degree curricula described on pages 13 to 20 are offered through the College of Liberal Arts, the School of Business and the College of Education. In all three, the academic year is comprised of the Fall Term, the Spring Term, and the Summer Term.

The academic year for the *Evening College of Liberal Arts* comprises the fall and spring terms of twenty (20) weeks each and a ten (10)-week summer term. The courses are offered every evening throughout the week with classes scheduled for 6:30 to 8:00 and from 8:00 to 9:30. The starting and closing dates for the three terms are shown on the calendar on page 3.

The academic year in the *School of Business* is comprised of the fall and spring semesters of seventeen (17) weeks each, followed by a fourteen (14)-week summer term. Classes in the School of Business, in general, meet one evening a week for a two-hour session from 7:00 to 9:00 P.M. Courses are also offered on Saturday morning throughout the fall and spring terms. The occasional variations are clearly indicated in the course schedules prepared for each term. The starting and closing dates for each term are shown on the calendar on page 3. Courses offered through the School of Business are indicated by (†) throughout the catalog.

Courses offered through the *College of Education* will be available during the late afternoon and evening. Students should consult the schedule of course offerings for these courses as prepared by the College of Education for each term.

Application for Admission

Courses are scheduled to admit students at the beginning of each of the three terms. The applicant is required to file an application form setting forth his previous education and the name of one person to whom reference may be made concerning his character and previous training.

Upon receipt of the application, previous school records and references are obtained for review by the Committee on Admissions. The applicant is informed as to his eligibility for admission and is invited to visit the school for a personal interview at which time a program of courses is arranged.

An applicant seeking advanced standing credit should arrange to have a transcript of his previous college record forwarded to the Director of Admissions as soon as possible after the filing of his application.

Admission Requirements

Fifteen units are required for admission and must include three units (four years) in English and at least six units in foreign languages, mathematics, science, or social studies except that students planning to major in mathematics or science must present two units in algebra and one unit in plane geometry. The remaining units are elective from other secondary school subjects which are acceptable to the Committee on Admissions.

A unit is a credit given to an acceptable secondary school course which meets at least four times a week for periods of not less than forty minutes each throughout the school year.

The Department of Admissions reserves the right to require a candidate to be present for an examination in any subjects that it may deem necessary because of some weakness in the secondary school record.

Registration

The filing of the application for admission does not constitute registration. All students are required to register at the college and arrange for the payment of their tuition during the registration period. (See calendar, page 3.)

Advanced Standing

Advanced standing credit in the school may be obtained in one or both of two ways as follows:

By Transfer of Credit. Subject to the approval of the Committee on Education, credit may be given for work completed in other approved schools, colleges and universities. An applicant desiring credit by transfer should indicate his desire at the time of filing his application for admission. The applicant should instruct the Registrar of the institution of previous attendance to mail an official transcript direct to the College of Liberal Arts — Evening Division, indicating honorable dismissal, courses completed, credits and grades. A copy of the catalog of the institution from which the transfer is sought should accompany the application for advanced standing credit.

By Examination. 1. For credit: No advanced standing credit is awarded except for work previously completed in courses comparable to those offered at Northeastern University. Credit may be disallowed for work previously completed due to the remoteness of the time of study. These applicants, however, will be granted the privilege of taking an examination for credit.

2. For placement: Applicants who, as a result of previous training and experience, may be considered to possess sufficient knowledge of a subject will be allowed the privilege of taking a special examination in particular courses. No credit will be allowed but they will be granted the privilege of substituting another course.

The grade of 75% must be obtained in examinations for placement or for credit.

Residence Requirement

Every candidate for the Baccalaureate or Associate Degree must fulfill the residence requirement. The residence requirement is defined as the taking and satisfactory completion at Northeastern University, immediately preceding graduation, of 30 consecutive semester hours of work in courses; with the further provision that at least 10 of the 30 semester hours must be in the candidate's major field.

In the case of students who for causes beyond their control move outside of the reasonable commuting area of the school, and who have completed 100 or more semester hours of credit in courses, the Committee on Education will

entertain a petition to allow them the privilege of completing their degree requirements at some other approved school. Under no circumstances will a degree be awarded to any student who has completed less than 30 semester hours of credit in courses at Northeastern University.

Students attending certificate programs must complete in residence the full semester hour requirements of the programs in required courses or substitutions approved by the Dean.

Attendance

Attendance is required of all students at recitations and lectures continuously throughout the academic year.

No student will be permitted to take a final examination in a course who has been present at less than seventy per cent of the lectures. To be entitled to attendance credit, a student must be present at least one hour in a one and one-half hour lecture.

Term Tests

Two tests are regularly scheduled in each semester for all courses. These tests are regarded as part of the term or course work. Students failing to take the term tests for justifiable reasons may petition for a make-up privilege *within one week of the date of the test*. Make-up privilege will not be allowed to any student merely for the purpose of raising his test grade. A fee of \$3.00 is charged for each make-up test.

Final Examinations

The general policies governing regular examinations are:

A final examination will be held at the end of the semester in each course unless an announcement to the contrary is made.

The minimum passing grade in a regular final examination is D.

Students who, for justifiable reasons, are unable to take a final examination may be allowed the privilege of a make-up examination upon petition to the Dean. This examination will be considered as the original examination for grading purposes. The fee for each make-up examination is \$5.00.

The student who has received a passing mark in a final examination and in a course may not take another examination for the purpose of raising his grade unless he repeats the course in its entirety.

Condition Examinations

The following policies govern re-examinations:

Permission for taking a make-up examination is dependent upon the quality of the work which the student has done throughout the course and is a privilege which the Committee on Education may grant to students who have received an E grade or an Incomplete (Inc.).

The condition or make-up examinations are given on specified dates. Students should consult the school office for the specific dates of each examination.

Only one make-up examination in any given subject is allowed for the purpose of removing a conditional failure.

A make-up examination for purposes of removing a condition or an incomplete grade must be taken within the next school year. In such cases students may

take either the examination at the condition examination period or the final examination when next given if within a period of one year. A fee of \$5.00 is charged for each examination taken out of course.

A minimum grade of 65% is required on each make-up examination unless a higher minimum is specified.

Whatever grade the student obtains on the make-up examination is credited as the final examination grade, but in no case can the final grade in the course be more than 70% except in the case of students who have been excused from taking the regular final examination.

Grades and Credits

The following system of grading is in use:

Superior Work, A; Above Average Work, B; Average Work, C; Lowest Passing Grade, D; Unsatisfactory Work, E; Failure, F; Incomplete, Inc.

Students receiving an E, or unsatisfactory work grade, in an examination or as a final grade in the course may remove the unsatisfactory grade by taking a make-up examination when it is next given, or at the time of the conditional examinations in September. The minimum passing grade of 65% is required on the make-up examination, unless a higher minimum is designated. In no case will a student taking a make-up examination be allowed more than a C for a final grade even though a higher grade may be obtained.

Students receiving an F grade in a course must repeat the course in its entirety, including term work, examinations, and attendance.

The policy is followed of mailing all grade and status reports to students instead of issuing these reports at the school office or over the telephone.

Credit for one-half of a full-year course is not generally given, and in any event only upon approval by the Dean in advance of beginning the course.

In order to qualify for a degree, title or a certificate, the student must maintain a general average of C for the entire program. This is not interpreted to mean that each course must be passed with a grade of C, but that the average of all courses must be at least C. Grades of courses credited by transfer or by examination are not included in computing averages.

Probation and Discipline

The Committee on Education, in dealing with students whose work in the school may be unsatisfactory, or whose conduct is such as to make it inadvisable for them to continue as members of the student body, considers each case upon its individual merits. The following general principles are kept in mind in handling such cases:

Students whose scholarship in any given year is unsatisfactory may be dropped from the school or may be placed on probation with the privilege of spending a year in review.

When a student is placed on probation, the probation is formally imposed for a definite time and can only be extended by approval of the Committee on Education.

This Committee has the authority to dismiss from the school or place on probation at any time or to strike off from the list of candidates for the degree any student whom it may deem unworthy either on account of unsatisfactory scholarship or for any great defect of conduct or character. The Committee may ask any student to withdraw from the school who is obviously out of sympathy with the aims and ideals of the school.

Outside Preparation

It is expected that students will devote on the average two hours to preparation for each hour spent in the classroom. It is to be expected that some courses will require more time for preparation than others.

Students are cautioned therefore to limit their registration to that course load for which they can be certain to spend required time. There is neither sense nor satisfaction in mediocre achievement.

Classrooms and Libraries

The classrooms are furnished with modern equipment and are thoroughly adapted to evening school work. Improvements in classroom facilities are constantly being made to meet the needs of the student body.

The reading rooms of the Library are open Monday through Friday from 8:45 A.M. to 7:30 P.M. They close at 12:00 NOON on Saturdays and are not open Sundays and holidays.

Textbooks and Supplies

The Northeastern University Bookstore is a department of the University and is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the University may be purchased at the Bookstore. In addition, the Bookstore also carries a large number of general supplies.

Student Council

The social and extracurricular life of the school is in charge of the Student Council consisting of representatives from each class or school group. In addition to arranging for occasional social affairs, special lectures, and meetings, the Council represents the interests of the student body. The faculty and the officials advise with the Council in regard to school policies.

Notify the Office Immediately

Of change of address.

Of withdrawal from any course — otherwise the fee for that course will be charged.

Of withdrawal from the school, giving date of the last session attended.

Tuition, Fees and Scholarships

General Financial Information

Tuition and fees are not transferable and are refundable only as stated under "Refund of Tuition."

Checks and drafts for all charges are to be drawn to the order of Northeastern University.

Students are not permitted to attend class sessions or take any examinations or tests until they have paid their tuition fees or have made satisfactory arrangements for payments.

Students will not be advanced in class standing, or permitted to re-enroll in the University, nor will degrees be conferred until all financial obligations to the University have been met.

No certificate of honorable dismissal will be issued to any student who has not fully met his financial obligations to the University.

There are no auditors or auditor's rates in the College of Liberal Arts.

Matriculation Fee

The matriculation fee of \$5.00 must accompany the initial application for admission to the undergraduate programs of the Evening Division. This fee is non-refundable.

Tuition

Tuition for all credit courses is charged at the rate of fourteen dollars (\$14) per semester hour of credit. Charges for registration and tuition for special courses are at the rate and on the basis of payment specified for each course.

Students registering for courses in other schools of the University are charged the tuition rates and other fees effective in the departments in which they are enrolled.

Tuition for degree or certificate candidates for all credit courses is charged on the semester basis payable at the beginning of each semester. As a convenience, however, and unless otherwise requested, the tuition each semester is payable in two (2) installments; the second installment is payable on November 15 and March 15 in the first and second semesters respectively.

Tuition for an unclassified student registered in a special course is charged for the entire course and is payable in a single payment at the beginning of the course unless otherwise arranged.

Occasionally situations develop — usually beyond the control of the student — which make it difficult to meet the payments in the manner outlined above. Under such circumstances the student is advised to discuss his problem personally with the Student Accounts Office where a deferred payment agreement or one of the budget plans may be worked out. Such arrangements should be made before the end of the first week of the semester or within one week of the date of registration if the student enters late. Failure to take immediate action will result in a late payment fee.

Tuition Budget Payment Plans
Schedule of Tuition Payments Calculated on a Semester Basis

		PLAN A	PLAN B	PLAN C
		12 S.H. Course Load	8 S.H. Course Load	6 S.H. Course Load
Payment Dates		Payments	Payments	Payments
<i>First Semester</i>	Sept. 15	*\$44	*\$30	*23
	Oct. 15	42	28	21
	Nov. 15	42	28	21
	Dec. 15	42	28	21
<i>Second Semester</i>	Feb. 1	*44	*30	*23
	Feb. 20	42	28	21
	Mar. 15	42	28	21
	April 15	42	28	21

*Includes a non-refundable service charge of \$2.00.

Tuition Underwritten by Employers

An increasing number of companies are underwriting in part or whole the cost of tuition of students in their employ. In such cases the student must furnish at the time of registration, or immediately thereafter, a purchase order covering his registration or a statement from an officer of his company certifying that the company is underwriting the tuition.

Late Payment Fee

Bills for tuition and fees are payable on or before Saturday of the week of issuance. A Late Payment Fee of \$2.00 is charged for all students failing to comply unless special payment arrangements are approved by the Student Accounts Office.

General Fees

A fee of \$3.00 is charged for each make-up test, \$5.00 for each conditional final examination or advanced standing examination. This fee must be paid at the time of filing a petition for the make-up privilege.

The University graduation fee, charged all students receiving the Bachelor or Associate degree, is \$20, payable on or before May 1st of the year in which the student expects to graduate.

Laboratory Fees

Chemistry — All students taking Chemistry are charged a Chemistry laboratory deposit of \$15, payable in September. The unused portion of the deposit will be refunded after deductions are made for breakages, chemicals, supplies and non-returnables.

Biology — A laboratory fee of \$15 is charged to all students enrolled in Biology. The unused portion will be refunded after deductions are made for base charge, breakages, supplies, specimens and non-returnables.

Refund of Tuition

Requests for refunds must be made at the time of filing the Application for Withdrawal at the school office. If the withdrawal notification is sent in by mail, the refund should be requested in the letter with reasons which necessitate the withdrawal. *No refunds will be granted to a student who voluntarily withdraws* or who has attended more than five weeks of the term for which payment has been made.

Refunds of tuition will be considered only in the following instances:

1. If, because of illness, a student is compelled to withdraw before the fifth week of the term, or
2. If a student who is regularly employed is sent out of town permanently by his employer, or
3. If the hours of employment of a student who is regularly employed are changed so as to make it impossible for him to continue in attendance, or
4. If a student is inducted into military service.

The Committee on Withdrawals will consider requests for tuition refunds only on the following bases:

1. That the application for withdrawal be made immediately after the student ceases attendance.
2. The request for refund is accompanied by an *acceptable* physician's certificate in the instance of illness, or by an *acceptable* employer's certification in the instance of a change in place or hours of employment.
3. Evidence of induction into military service.

For cases complying with the above, partial refunds on tuition for the semester may be allowed according to the following schedule:

<i>Petition for Withdrawal Filed Within</i>	<i>Refund to Student on</i>	
	<i>Regular Term</i>	<i>Summer Term</i>
One Week	80 per cent	80 per cent
Two Weeks	80 per cent	60 per cent
Three Weeks	60 per cent	40 per cent
Four Weeks	40 per cent	20 per cent
Five Weeks	20 per cent	0 per cent
After Five Weeks	0 per cent	0 per cent

The above does not include fixed or non-refundable fees or laboratory fees for which there is no refund allowed.

The official "Application for Withdrawal" form may be obtained in the school office. All refunds are made through the Student Accounts Office of the University. The refund procedure in such cases takes from three to four weeks. A check is mailed direct to the student for any refund to which he is entitled.

Description of Courses

WHERE appropriate, a student may choose his program from the courses offered by the College of Liberal Arts, the School of Business, or the College of Education. Courses offered by the School of Business are indicated by a (†) preceding the course title. For course descriptions in the field of education, the catalog of the School of Education should be consulted.

The University reserves the right to withdraw, modify, or add to the courses offered, or to change the order of courses in curricula as may seem advisable. Not all courses are offered every year.

The University further reserves the right to withdraw in any year any elective or special course for which less than twelve enrollments have been received. Regular students so affected by such withdrawal will be permitted to choose some other course. In the case of special students, a full refund of all tuition and other fees will be made.

The University also reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

The letter or letters immediately preceding the numbers indicate the classification of the course. All full-year courses will have mid-year examinations and course credit will be granted on a semester basis.

Accounting (A)

†A 1-2 *Introductory Accounting* — This course is designed to present basic instruction for those who may desire a background understanding of accounting principles or for those who may plan to enroll later in more advanced courses. Emphasis is placed upon proprietorship accounts, including books of entry, statements, business practices, adjustments, and an introduction to partnership accounts. Drill and practice work are required for proficient handling of simple accounting transactions.

(No previous knowledge of bookkeeping or accounting necessary)

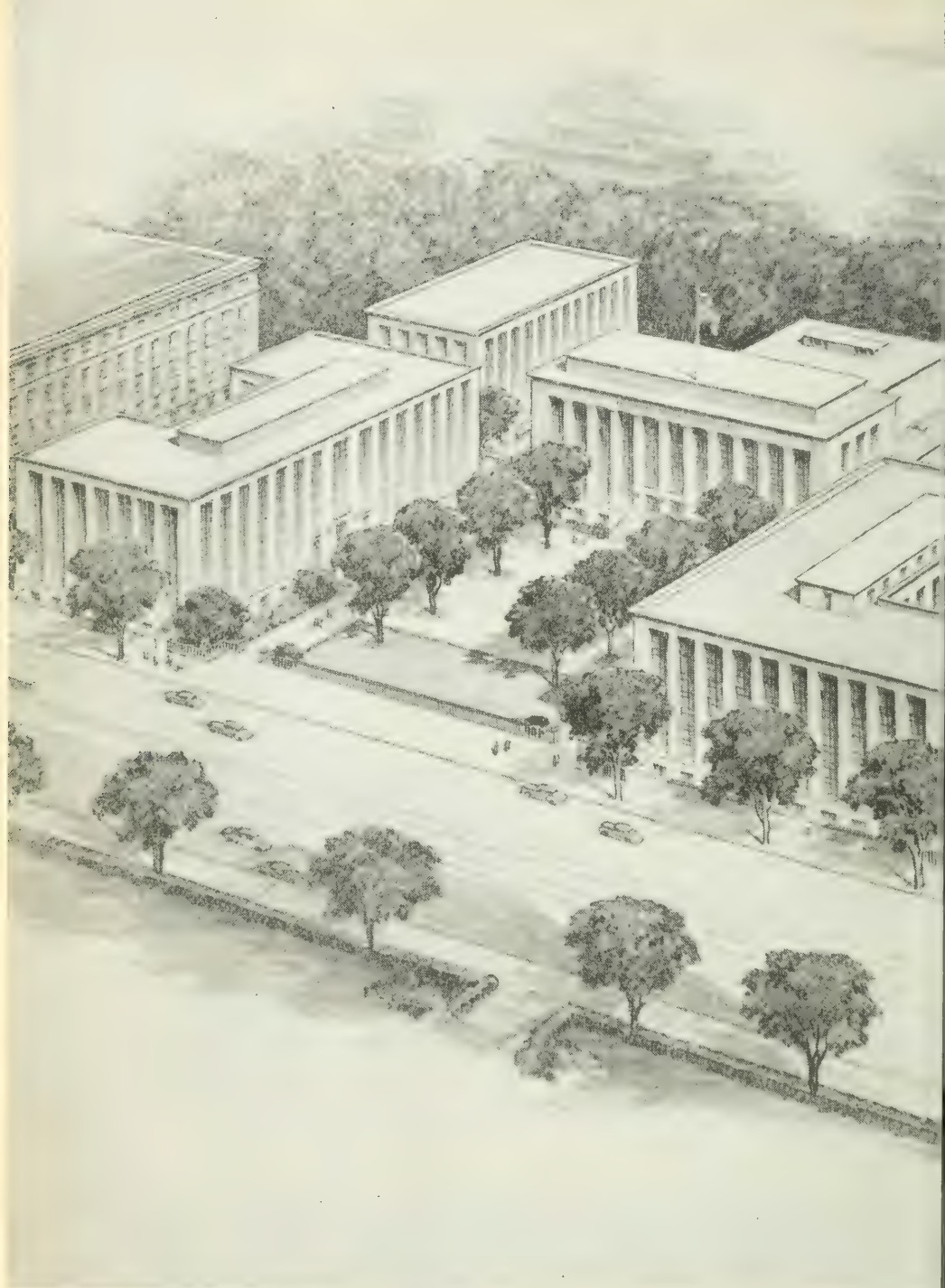
5 semester hours credit

†A 3-4 *Intermediate Accounting* — A continuation of Introductory Accounting, treating with problems of the partnership and corporate forms of business entities. Accounts for a manufacturing business are introduced. In addition to the drill and practice work on accounting technique, a mastery of many accounting principles is required.

(Prerequisite, A 1-2)

5 semester hours credit

†A 13-14 *Managerial Accounting* — A study of the broad background of accounting and business transactions to enable the student to analyze and interpret intelligently financial statements and other accounting reports. The use of accounting in management and financial control is demonstrated. Topics covered are the development of accounting fundamentals, preparation of financial statements, corporation and manufacturing accounts, evaluation of balance



The facilities of Northeastern University are housed in the buildings shown above which include Godfrey Lowell Cabot Physical Education Center. Not included in the drawing a



Library, Science Hall, Student Center Building, Alumni Auditorium, Richards Hall, Hayden Hall, and the Greenleaf Building, which house classrooms and laboratory facilities.

sheet items, analysis and interpretation of financial statements and other trends, and the use of accounting as an aid to management.

(No previous knowledge of bookkeeping or accounting necessary)

5 semester hours credit

†A 31 *Analysis of Financial Statements* — This course embodies a study of the techniques used by management, creditors, investors, and regulatory authorities in the analysis and interpretation of financial statements for the purpose of establishing credit ratings, determining the investment value of a business, testing the efficiency of operations, and determining whether financial and operating policies, methods, and practices should be continued or changed. The student's ability to analyze, question, determine significant omissions, to criticize constructively, and to distinguish between inferences and facts is developed by extensive use of published corporate reports. The companies selected for study are in industries important to the New England economy, such as transportation, power, fuels, lumber, merchandising, textiles, electronics, machinery, paper, shoes, etc.

(Prerequisite, A 13-14)

2½ semester hours credit

†A 41-42 *Basic Federal Taxes* — This course provides a thorough basic coverage in the principles of Federal income taxes. A detailed study is made of the Federal income tax law and its application to the incomes of individuals, partnerships, corporations, and fiduciaries. Many practical tax problems are presented for study and solution.

(Prerequisite, A 3-4 or A 13-14)

5 semester hours credit

†A 43-44 *Advanced Federal Taxes* — This course is designed to prepare the student to handle the complicated tax problems arising in everyday business. To give the student experience in methods used in actual tax practice, he is required to study the provisions of the Internal Revenue Code, analyze numerous special tax problems, and solve them by applying relevant provisions of tax law. Solutions must be supported by citations.

(Prerequisite, A 41-42)

5 semester hours credit

†A 45-46 *Tax Planning* — An advanced course in corporate tax problems, covering tax advantages and disadvantages of the corporate form of organization; dangers of inadequate capitalization; compensation problems, including deferred compensation, bonus plans, and pension plans; problems of close corporations; the section 102 penalty; corporate reorganization and liquidation; expense accounts of executives; research and development expenses; and cancellation of indebtedness. A detailed analysis of real estate tax problems, including tax aspects of mortgages, lease agreements containing options to buy, sales and lease backs; also purchase and sale of a business, including covenants not to compete; survivorship purchase agreements; pointers on bad debts, worthlessness, and other business losses. Methods of effecting tax economies in connection with these problems will be stressed.

(Prerequisite, A 43-44 or its equivalent)

5 semester hours credit

†A 49 *Tax Procedure* — A course stressing the practical, everyday aspects of tax procedure. Among the matters to be covered are the following:

Recent reorganization of the Bureau of Internal Revenue: changes in procedure. *Working tools of tax practice:* the code, regulations and court decisions. *How to find the law of your case:* procedure in research, methods of presentation and proof. *Preparation of returns:* procedures in preparation which will minimize possibility of field examination of return. *The audit process:* what the agent is looking for when he examines the return, investigatory powers of the Bureau. *How to represent your clients most effectively before the various branches of the Bureau:* how to effect settlements at various stages. *Preparation of protests and briefs.* *Assessments of deficiency and collection of tax:* liens, their operation, effect and enforcement, Statute of Limitations. *How to handle refund claims:* preparation and negotiations with respect to claims for refund. *Closing agreement and compromises based on inability to pay.* *Taxpayer's rulings:* procedure for obtaining these and their effect. *What is the liability of the person preparing a tax return?*

2½ semester hours credit

Economics (Ec)

Ec 1-2 Economic Principles — Provides the significant economic principles and facts about industry, labor, money, banking, the distribution of income to the factors of production, business fluctuations, and forms of social organization. Consideration is given to current economic problems, in relation to the basic principles and laws, and to their implications for individuals, business, and government, as well as society at large.

4 semester hours credit

Ec 3-4 Economic Problems — In this course the application of economic principles to some of the major economic problems of modern society is emphasized. The problems studied include consumption, protective tariffs and subsidies, labor problems such as unemployment and labor unions, and the business cycle, price stabilization, the agricultural problem, the relation of government to business, including control of monopolies and public utilities, insurance, public finance, and proposals for the remodeling and improving of the economic system.

(Preparation, *Ec 1-2*)

4 semester hours credit

†*Ec 5-6 Financing Business Operations* — The needs for capital in the production and merchandising of goods and services; the sources of long-term and short-term funds and their utilization form the basis for the introduction to finance as a basic function of business management. Credit instruments, trade credit, secured and unsecured loans, specialized forms of short-term financing and consumer credit are considered in the first semester. Money, the commercial banking structure, the Federal Reserve System, thrift institutions and other financial agencies and services as they relate to operations of the business firm form the basis of the second semester, which concludes with brief consideration of both international and public finance.

(Prerequisite, *Ec 1-2; A 1-2; 3-4; or A 13-14*)

5 semester hours credit

†Ec 7 *Statistics* — The objective of this course is to introduce students with no previous training in statistics to its practical use in analyzing problems encountered in business and industry. It presents the fundamental concepts underlying analytical method and serves as a prerequisite for advanced courses in statistics. Presented from the point of view of the business man, it is concerned with the nature and calculation of averages; measures of dispersion; measures of skewness, kurtosis, and normal curve analysis; an introduction to basic probability and its relation to sampling. Tabular and graphic presentation of data will be considered. A part of each session will be devoted to laboratory practice in the solution of problems.

2½ semester hours credit

†Ec 8 *Statistics* — This course is a continuation of Ec 7 and introduces the student to the field of time series analysis. Among the principal topics considered are the measurement of secular trends by free-hand and mathematical methods; the measurement of seasonal fluctuations; cyclical fluctuations; the general nature and calculation of index numbers; and an introduction to linear correlation. A part of each session is devoted to laboratory solution of problems.

(Prerequisite, Ec 7)

2½ semester hours credit

†Ec 9-10 *Business Planning and Research* — To assist business men to make more definite and more accurate business decisions through a broader understanding of the significant information and statistics regarding our economic system and its operations is the major objective of this course. Sources of information, strengths and weaknesses of principal measures of business activity, and the use of several widely accepted indexes in general business forecasting are a major part of the study, as well as sales forecasting, business cycle analysis, and the effects of the broadening relation of government policies upon the individual business firm.

5 semester hours credit

†Ec 11-12 *Financial Policy and Planning* — This course includes a study of the corporate form of organization, the various types of securities utilized, and the financial problems involved in promotion and expansion of enterprises, in mergers, in sale of properties, and in failures and reorganizations. Attention is devoted to the planning aspects of the corporation financial officer's job with respect to budgets, operating reports and their analysis. Policy matters such as executive compensation, dividend policies, pensions and profit-sharing plans are also dealt with.

(Prerequisite, Ec 5-6)

5 semester hours credit

†Ec 13 *Investment Principles* — The characteristics of the entire range of securities from government bonds to common stocks form the foundation of this course as they relate to various types of investment programs. Sources of information, mathematics and mechanics of investment and the differing analytical approach to various industries are considered primarily from the viewpoint of the individual private investor interested in practical methods of capital preservation.

(Prerequisite, Ec 11-12)

2½ semester hours credit

†Ec 15-16 *Applied Security Analysis* — This course is designed to acquaint the student with methods used by practicing security analysts in their studies of various industries and to provide practical information useful in future analysis

of companies operating in these industries. It includes review of basic principles of Security Analysis; tools used by practicing analysts; analytical study of various industries comprising our economy, including the major consumer goods, capital goods, service industries, public utilities and railroads. Practicing analysts who are specialists in their respective industries will comprise the faculty. These instructors will develop the problems affecting their industries, the methods used in appraising their outlook, and the approaches to the problems of analyzing the securities of individual companies within these industries. A term paper is required of each student, during the preparation and writing of which he is assigned to a practicing analyst for technical assistance.

(Prerequisite, Ec 14)

5 semester hours credit

†Ec 21 *Economic Geography* — This course is concerned with the role of geography, geology, and climatology in determining the centers of population, the location of natural resources, and the development of agriculture and industry. It considers their location in terms of their natural relationship to the flow of world trade. The socio-economic principles that underlie the development of resources in different countries and climates are emphasized. It also analyzes the political-economic aspects of resource distribution and development in the form of trade and world relationship.

2½ semester hours credit

†Ec 22 *International Economics* — This course attempts to analyze foreign trade and finance in terms of current practices and theories. It discusses national welfare and foreign trade; international accounting and what the balance reveals; the making of international payments and documents used; the rate of exchange; international equilibrium; foreign trade and the national income; principles behind protection; trade control through the tariff, import quotas, exchange control and their evaluation; international commodity agreements and commercial treaties; monetary policy problems; the international gold standard; exchange reserve standards; exchange stabilization fund; the shortage of dollars; the International Monetary Fund; international investments.

2½ semester hours credit

Ec 23 *Managing Personal Finances* — The purpose of this course is to give help to young men and women with the financial problems they face in charting wise programs of handling their personal finances. It is introduced by a discussion of money, its function, dollar value, and an appreciation of true values in life, using money to achieve the same. The course continues with a consideration of the following: expense control through budgeting; wise buying methods and policies — charge accounts, installment buying; financial institutions for borrowing money; protection against risk to person and property; methods of saving; the place of life insurance in financial planning; owning a home; investing in securities; trust funds, investment trusts; making a will; business fluctuations and the planning of personal finances.

2½ semester hours credit

†Ec 118 *Monetary Policy* — This course includes a brief but comprehensive survey of the institutional aspects of the monetary system and the banking structure in the United States. Emphasis is placed on the essential relationships among commercial banks, Federal Reserve System, and Treasury. The process of credit expansion is analyzed in terms of its impact on aggregate economic activity; and prominent theoretical interpretations of monetary and credit problems are explained, discussed, and evaluated. Discussion of contemporary

and historically significant monetary policies and fiscal measures from both the domestic and the international point of view occupies an important place in the course.

(Prerequisite, Ec 5-6)

2½ semester hours credit

†Ec 119 *Business Fluctuations and Forecasting* — This course is designed to present a review of the primary theories of continuing disequilibrium in a capitalistic economy, a brief survey of the statistical history of fluctuations in the level of economic activity, and a careful investigation into contemporary analyses of income and employment determinants. The rudiments of econometric model-building are introduced, and several aspects of forecasting (techniques and results) are assayed. Stabilization programs and policy questions are explained, debated, and evaluated.

(Prerequisite, Ec 7-8)

2½ semester hours credit

†Ec 120 *Managerial Statistics* — An intermediate level course in frequency distribution analysis and error distribution theory. Primary purpose will be to develop an orderly methodological approach to problems which can profitably be considered by systematic evaluation of the significance of statistical evidence. The following subjects will also be covered: use of theoretical distributions, particularly the normal, binomial and Poisson; simple probability and sample design; errors in generalization from sample to universe. Sampling distributions of statistics such as means, proportions, differences. Significant tests as F, t test and Chi Square; testing of hypotheses; Confidence levels and intervals; measures of association, explained and unexplained variance; z transformation for significance of correlation coefficients.

2½ semester hours credit

†Ec 121 *Nature and Use of Index Numbers* — This course will consider the theoretical defense of different index number types and the actual method of construction of a large number of widely used index numbers. Practical justification of departures from strict theory in each of the indexes considered, weighing of their strong and weak points, and indoctrination into their proper use will make up the major portion of the exposition. Mechanics of calculation of principal index types will receive attention during the first two or three weeks, but from that point on the approach will be on a modified case method relating assigned readings in theory to the following index numbers: Federal Reserve Index of Production, Consumers' Price Index, Wholesale Price and Daily Spot Market Price Indexes of the Bureau of Labor Statistics, *New York Times* Common Stock Index, Dow-Jones Industrials and Rails, SEC Stock Market Index, *Business Week* Index of Plant Maintenance Costs, Index of Prices Paid by Farmers and Prices Received by Farmers (Parity Ratio), Commonwealth of Massachusetts Index of Industrial Production, State of Connecticut and Southern New England Bell Telephone Company Indexes of General Business, State of New Mexico Index of Business Activity. Cost of Living Indexes of several Western European countries will be compared as to theory and construction with the United States Consumers' Price Index, and among themselves.

2½ semester hours credit

†Ec 200 *Comparative Economic Systems* — This course attempts to bring into focus the various schools of economic thought as they might relate to our current economy. It presents an examination of the evolution of economic thinking in

terms of the "climate" or environment out of which each developed, placing major emphasis on our modern economic concepts directly affecting the production and distribution of economic goods; the increasing important relationship of governmental policy to industrial activity, etc.

2½ semester hours credit

†Ec 201 *History of Economic Thought* — A survey of the nature and origin of economics and the various schools of economic thought; an examination of the evolution of economic thinking up to the present day. Careful attention is paid to the historical development of our modern economic concepts and the manner in which those concepts tie directly to current industrial problems involving the production and distribution of economic goods. The role of increasing importance played by the relationship of political policy to industrial activity.

2½ semester hours credit

English (E)

E 1 *English I* — The aim of this course is to help the student attain competence in the understanding and evaluating of modern literature and in written expressions. It includes a review of the structural essentials of the English language, various written assignments, and the study of essays and informational articles.

2 semester hours credit

E 2 *English I* — Continuing the general purposes of E 1, this course proceeds to a study of the special problems of description and narration, and to a critical reading of poems, short stories, and plays.

2 semester hours credit

E 3 *Advanced Composition* — The technique of writing in the shorter literary form will be studied in detail and applied systematically toward the building up of the student's individual style. A part of the time each week will be devoted to personal conference between the student and the instructor.

(Prerequisite, E 1-2)

2 semester hours credit

E 4 *Advanced Composition* — The continuation of the technique of writing and the building up of an individual style for the student.

(Prerequisite, E 3)

2 semester hours credit

†E 5 *Effective Speaking* — This course offers practical training in the preparation and presentation of the various types of speeches. The instruction is planned to eliminate defects of voice, posture, and delivery, and to develop in the student an ability to speak easily, naturally, and forcefully. Continued practice in impromptu and extempore speaking, organization of material, consideration of the audience, and vocabulary building form the basis of the course.

2½ semester hours credit

†E 6 *Conference Leadership* — The management of modern business is conducted to a large extent through the use of conferences. The objective of this course is to present techniques basic to group leadership. It provides instruction in the planning, participation and leading of conferences. Classes are limited in size to allow regular and frequent participation by students. The conference topics are carefully designed so that the discussions are means of disseminating very worthwhile information regarding business management problems.

2½ semester hours credit

E 8 *Introduction to Semantics* — A study of the ways in which language habits affect thinking processes and raise problems in social relationships.

2 semester hours credit

†E 9-10 *Writing for Business Publications* — Basic news gathering and writing. Trade publications and their functions. Horizontal and vertical coverage. Writing for business papers. House organs — internal and external. Assignments and deadlines. Copyrights and credits. Publicity vs. Propaganda. Reproduction processes. Use of color. Preparation of manuscript for printer.

5 semester hours credit

†E 11 *Public Speaking — Parliamentary Procedure* — This course is designed to train students in public speaking and parliamentary procedures. In content the course augments training in public speaking by adding those speech situations unique to active participation and leadership in organizations whose programs are educational, civic, social, fraternal, veteran, or labor, and whose functions as deliberative necessitate observance of basic parliamentary procedure in keeping with by-laws, constitutions, or charters. Robert's Rules of Order, Revised, is the parliamentary text used.

2½ semester hours credit

E 12 *Reading Skills* — This course, which is one part of the course E 14 Speed and Comprehension in Reading, is devoted primarily to the development of correct reading techniques which lead to the ability to read faster with a higher degree of comprehension. Exercises for improving basic speed and comprehension include work with tachistoscope and films. Special attention is given to analytical reading and the improvement of study habits.

1¼ semester hours credit

E 13 *Vocabulary Development* — This course is designed to assist the student in developing an adequate vocabulary and in improving his ability to use this increased power of words for more effective presentation of ideas. It includes the important aspects in the development of the English language, how it has drawn from many other languages, important roots, prefixes and suffixes, antonyms for variety and force of expression, etc. E 12 is not a prerequisite for E 13, although one supplements the other.

1¼ semester hours credit

E 14 *Speed and Comprehension in Reading* — The ability to read well is a skill of considerable value to students and to those in professional practice. Efficiency can generally be improved by analysis with subsequent substitution of good for bad reading habits. Special equipment for instruction and drill exercises are used to increase reading rate and comprehension. Methods to improve study habits and to develop an effective vocabulary are included.

2½ semester hours credit

E 15 *Survey of English Literature* — A survey of English literature to 1800. After a brief study of the social and political background of each literary period, the writing of the period is considered, and the more important writers are studied and read in detail. The purpose of the course is to give the student an appreciation of English literature as a whole, and an intimate knowledge of its major figures.

2 semester hours credit

E 16 *Survey of English Literature* — A survey of English literature from 1800 to the present century. The outstanding writers are read, studied, and related to the general background of nineteenth century England. The purpose of the course is to give the student an understanding of the writers who contributed most to the formation and development of modern literature in England.

2 semester hours credit

E 18 *Shakespeare* — The Elizabethan period, sixteenth century London, and Shakespearean stage and audience, and the actors' companies will be discussed. Shakespeare's life and his development as a dramatist will be carefully considered. Five plays will be intensively studied. *2 semester hours credit*

E 19 *Shakespeare* — Lectures will be given on Shakespeare's language, the text of the plays, Shakespearean criticism, editors' problems, etc. Four plays will be intensively studied. The sonnets will be read and discussed.

(*Prerequisite, E 18*)

2 semester hours credit

E 20, E 21 *Chaucer* — A study of the *Canterbury Tales*, with careful attention to Middle English vocabulary, historical setting, and the rhythms and devices of Chaucer's poetry. Included in the readings are the General Prologue and seven Tales, with links and prologues.

4 semester hours credit

E 25 *American Literature to 1860* — A survey of American literature from colonial times to the triumph of the transcendental movement in New England. The work of Bryant, Irving, Cooper, Poe, Emerson, Thoreau, Lowell, Holmes, Longfellow, and Melville will be emphasized.

2 semester hours credit

E 26 *American Literature After 1860* — Continuing E 25, the course will consider the rise of realism after the Civil War, the development of American humor, the appearance of local color writers, and modern trends since 1900.

2 semester hours credit

E 31-32 *Western World Literature I* — This course and the following, E 33-34, are devoted to the study of books that have influenced mankind. Each assigned text is presented with sufficient reference to its national background to provide topical understanding but without prejudice to its primary significance as memorable literature, a product of the creative spirit of man. The student's attention is first drawn to great achievements in poetry and prose by writers in Greek, Latin, and Hebrew; he is then in a position to appreciate the uses made of a great literary inheritance by mediaeval and Renaissance authors.

4 semester hours credit

E 33-34 *Western World Literature II* — This course is a continuation of E 31-32 and is intended to provide an illuminating survey of comparatively modern writing. Beginning with the neoclassic writers of France and England, the student's attention is focused on such influential authors as Voltaire and Rousseau and then on celebrated poets and novelists of the nineteenth century.

4 semester hours credit

E 35-36 *Modern Literature* — This course is devoted to the creative writings of the current century drawn largely from the field of American literature. Emphasizing such novelists and playwrights as Hemingway and O'Neill, the students will appraise their writings as they reflect and interpret the social and economic backgrounds that produced them during this dynamic and confusing period. The readings for the course will cover both fiction and drama.

4 semester hours credit

E 37 *Introduction to Journalism* — This course treats the functions of the editorial department and the general tasks of an "inside" man. The student is given extensive practice in the rewriting of news stories.

(*Prerequisite, E 1-2*)

2 semester hours credit

E 38 *Introduction to Journalism* — The problems of reporting and news-writing, with written assignments in all types of spot news reporting.

(*Prerequisite, E 37*)

2 semester hours credit

E 39 *Techniques of Journalism* — Editing the news. The writing of editorials, feature articles, and columns.

(Prerequisite E 37-38)

2 semester hours credit

E 40 *Techniques of Journalism* — A general practice course in newspaper writing, the covering of special assignments, and editorial problems.

(Prerequisite E 39)

2 semester hours credit

Fine Arts (F)

F 1 *History of Ancient Art* — A study of the materials and techniques of ancient artisans in architecture, sculpture, and painting, this semester of the course includes a survey of prehistoric art, and the arts of ancient Egypt, Mesopotamia, Crete and Greece. Lectures are illustrated with lantern slides and include brief historical accounts of each period under discussion.

2 semester hours credit

F 2 *History of Mediaeval Art* — Beginning with a study of ancient Rome and its people, this semester of the course includes a study of Roman art and architecture, Early Christian art, Christian symbolism, Byzantine art, Romanesque, and Gothic. Lectures are illustrated with lantern slides and board drawings, and include brief historical accounts of each period under discussion.

2 semester hours credit

F 3-4 *Italian Renaissance Art* — Beginning with a study of Early Renaissance architecture and sculpture, this course then concentrates on Early Renaissance painters and painting. The first semester traces the development of Italian art from the time of Brunelleschi, Ghiberti, and Giotto, to the age of Leonardo da Vinci, Andrea del Sarto, and Signorelli. The second semester's work begins with a survey of the High Renaissance period in Italy and a study of the architecture and sculpture of the time. High Renaissance painting begins with the work of Michelangelo and Raphael, and concludes with the contribution of Venetian masters.

4 semester hours credit

F 5-6 *History of Northern and Western European Art* — This course begins with the Baroque period of art and architecture and continues with a survey of Renaissance art in Northern, Western and Eastern Europe. It includes a study of architecture, sculpture, painting, and graphic arts up to the end of the nineteenth century. Emphasis is placed upon the contributions of Hubert and Jan Van Eyck, Durer, Bruegel, Rubens, El Greco, Goya, Rembrandt, Turner, Reynolds and the French Impressionists.

4 semester hours credit

F 7 *History of American Art I* — A study of the development of American art from colonial times to about 1860. The object of this course is to acquaint the student with the rise of architecture, sculpture, and painting in America. Lectures include discussion of techniques, styles, methods, and materials employed during the periods considered. Lantern slides supplement the lectures.

2 semester hours credit

F 8 *History of American Art II* — This course begins with the Civil War Period and includes a study of American architecture, sculpture, and painting up to the present. Particular attention is given to the work of Henry Hobson Richardson, Louis Henry Sullivan, and Frank Lloyd Wright. Lectures are illustrated with lantern slides.

2 semester hours credit

Government (G)

G 1-2 *American Government and Politics* — The study of our National Government with respect to its organization and function; its powers and limitations under the Constitution; its legislative, administrative, and judicial machinery under the party system of government and bureaucracy. It continues with a more detailed study of the relationships of our federal, state, and municipal governments, including an analysis and comparison of the various state governments and types of municipal government with respect to state and local agencies for carrying out the executive, legislative, and judicial functions of government in a democratic country.

4 semester hours credit

G 3 *Comparative Government* — This course examines the political structure of major contemporary democratic states. It concerns the nature and mechanics of political democracy in England and the Commonwealth Nations, France, and other continental democracies. The course surveys the constitutional development, parties and elections, legislative and executive responsibility, cabinet governments, public administration, legal system, local government, and current political problems and policies in the above named states.

(Prerequisite, G 1-2)

2 semester hours credit

G 4 *Comparative Government* — This course examines the political structure of existing totalitarian states with special emphasis on the several aspects of Marxist concepts of government as exemplified in Russia, China, and with reference to Fascist concepts of government practiced prior to World War II in Germany and Italy. Reference is made frequently to older forms of autocratic government.

(Prerequisite, G 3)

2 semester hours credit

G 8 *Modern Political Theory* — A critical study is made of the major developments in political theory since Bentham, with special reference to the influence of these developments upon American politics and political institutions. Attention is paid to the modern conflict between the democratic and the totalitarian conceptions of the state.

2 semester hours credit

G 14 *American Politics and Political Parties* — This course deals with democracy at work under the American system of political parties. It is introduced by a consideration of the various groups such as sectional, business, labor, farmer, racial, religious, veteran, etc., which contend for power through our democratic processes; the techniques used by these pressure groups such as lobbies, propaganda, education, financial pressure, etc. The two-party system, with the history, platform, and policy of each, is analyzed and discussed. The reasons and relative successes of Third Party attempts from the early Populists to the Progressives is considered with the national minority parties and the state party groupings. The course is concluded by giving attention to state and local politics and the electorate in an attempt to determine why people vote as they do.

2 semester hours credit

G 15 *American Foreign Policy* — This course concentrates on the role of the United States in world politics, principally since the end of World War II. The history of American foreign policy since 1775 serves as a background for understanding present policy. An analysis of the governmental mechanism for the

conduct of United States foreign affairs, fundamental factors affecting American foreign policy and the major problems confronting the United States receive stress.

(Prerequisite, G 1-2)

4 semester hours credit

G 16 *Current Political Issues* — This course will deal with the major political issues before the American people today with the suggestions made by various groups to meet these issues. An attempt will be made to present all points of view, and to show the student how to recognize them in local and national newspapers and magazines. Part of each week will be spent in an analysis of current issues as seen in Republican and Democratic news organs from several different viewpoints, and assignments will be made from these publications as well as from textbooks. Controversy and debate will be encouraged.

2 semester hours credit

G 20 *International Relations and Politics* — A study of politics among nations, primarily devoted to the aspects of international relations working toward a world community enabling the member nations to live in economic and political peace and harmony. The course is introduced by a study of the origin and development of the State System and extends into the field of international politics as a struggle for power, considering such topics as the balance of power, international law, sovereignty, international morality and public opinion. This leads into a discussion of the "problems of peace" concerning such topics as disarmament; collective security — alliances; attempts at international government such as the Holy Alliance, the League of Nations, the United Nations, and other alliances. The course concludes by focusing attention on the international relationships between the United States and Soviet Russia wherein the policies of "Containment," the Atlantic Pact, the Truman Doctrine, economic aid through E.R.P., Point Four, and the "struggle for the minds of men" are discussed.

4 semester hours credit

†L 16 *Government Controls in Business* — A study of the economic and political relationships which exist between business and government with particular reference to the Sherman Act and Anti-Trust Laws; Securities and Exchange Commission; Interstate Commerce Commission; regulation of public utilities; the Co-operative Movement; the Social Security Act; government and labor; business regulation by taxation.

2½ semester hours credit

History (H)

H 1-2 *History of Civilization* — This is primarily a course in Ancient Classical Civilization. Introductory lectures deal with the beginnings of civilization and the contributions of Egypt, Babylonia, and Syria. More detailed work is done in Greek and Roman history, the rise of Christianity, the barbarian invasions of the Roman Empire, and the origins and growth of Islam.

4 semester hours credit

H 3-4 *History of Civilization* — This course deals with the history of the Middle Ages, the growth of the monarchies in Europe, the development of constitutional government, the Renaissance, the doctrines and politics of the Protestant Reformation.

mation, the economic and the industrial revolution, the growth of science and industrialism, and the origins of the World War.

As in H 1, equal weight is given to political, cultural, and economic history.

4 semester hours credit

H 9 *The United States to 1865* — This course is an interpretation of the events which shaped the American nation to the Civil War. The course stresses political history and makes use of social, intellectual, and economic influences in interpreting political events.

2 semester hours credit

H 10 *The United States Since 1865* — The problems of Reconstruction, third party protests, the money question, Progressivism and New Dealism, as well as the emergence of the United States as the dominant world power after two world wars.

2 semester hours credit

H 11 *Recent American History* — The contending political, economic and social forces in American domestic history of the Twentieth Century and America's rise to world leadership. This takes the student from McKinley laissez-faire through the Fair Deal to the Eisenhower administration, and from the emergence of the United States as a world power in the early part of the century to its present position of dominance.

2 semester hours credit

H 13 *English Constitutional History* — A study of the origin and development of the English Constitution up to 1485. Special emphasis is placed on those institutions and concepts that form the background for American constitutional history. The important differences between the American and English constitutions are stressed. This course is important for those who intend to study law.

2 semester hours credit

H 14 *American Constitutional History* — An introductory course to the history and principles of American constitutional law. It is designed to give the student an understanding of case-law and the significance of the courts in the American system of government. Among the special topics covered are the power of the Supreme Court to pass upon statutes, the relation of national and state powers, civil rights, and the Commerce clause. Highly recommended for students planning to study law.

2 semester hours credit

H 16 *Social and Cultural History of the U. S.* — A study of the development of a distinct American civilization beginning about two generations after the Revolutionary War. The institutions, social customs, and culture of the Colonies as influenced by England. The influence of the Southern aristocracy on the early cultural patterns, and the emergence in the late Nineteenth Century of the impact of the industrial North, Twentieth Century Liberalism as an outgrowth of the Populist Movement, Rooseveltianism, Progressivism, the New Deal, and the growth of welfare projects, a study of the influence of the Social Security Act and contemporary American society.

2 semester hours credit

H 17 *Economic History of the U. S.* — The desire for freedom of manufacture as one cause of the Revolutionary War. The effect of the Embargo Act on trade in the early Nineteenth Century, the effect of agricultural feudalism in the South, the national growth of industry in the latter part of the Nineteenth Century. United States' pre-eminence in world trade and banking in the Twentieth Century, United States' position today and current economic trends.

2 semester hours credit

H 19-20 *English History* — The development of three trends of importance in ancient and mediaeval England, namely, relationships between church and state, development of nationalism from feudalism, and the origin and development of the English constitution. It further studies in modern England the rise of cabinet parliamentary government, the Newtonian and Darwinian intellectual revolutions, the agricultural and industrial revolutions which set the stage for England's *Age of Reform*; all of which formed the background for the emergence of England as a socialist democracy. 4 semester hours credit

H 21 *Modern European History 1815-1914* — This course deals with Europe during a century of comparative peace but tremendous social change. After examination of the period of reaction following the Congress of Vienna, attention shifts to those forces transforming European society — especially the Industrial Revolution and Nationalism. The course places special emphasis upon such intellectual movements as Liberalism and Socialism and concerns itself with the various social, economic, and political factors which led to World War I. 2 semester hours credit

H 22 *Recent European History* — The contemporary era of conflict since 1914 is treated in this course. A discussion of Darwinian concepts which influence the Twentieth Century is followed by a detailed study of the varied applications of these ideas in the major European states. The course deals briefly with military aspects of both world wars and with postwar attempts to secure lasting peace. The Soviet Russian regime and basic Communist beliefs are examined in detail to provide an understanding of contemporary world developments. 2 semester hours credit

H 23-24 *Russia since 1917* — This course will concentrate on the rise of Marxist and Communist ideas in Europe, the nature of Marxist theory, the development of the Bolshevik Party and Leninism in Russia, the Russian Revolution, the Civil War, the New Economic Policy, and the development of social, economic, and political institutions in the Soviet Union to the present day. The main trends in Soviet foreign policy will be introduced. 4 semester hours credit

H 25-26 *Soviet Foreign Policy* — This course deals primarily with Soviet foreign policy and World Communism. It will deal exhaustively with the so-called "seven periods" of Soviet foreign policy: the Comintern period, the period of retrenchment and resurgence in the twenties, the growth of Fascism and the resulting Popular Front, the Nazi-Soviet Alliance, the War Front of 1941-45, and the growing conflict of the postwar period. Much attention will be paid to the workings of Communist parties in Europe and Asia, as well as in the United States; to the phenomenon of Titoism; and finally to a discussion of the Cold War, Korea, China, and possible alternatives of American foreign policy today. 4 semester hours credit

H 27-28 *Contemporary India and the Far East* — This course concerns twentieth century India and the Far East, their problems and basic civilizations. The social and religious aspects of Hinduism, Muslim communalism, economic and population problems, and aspects of British imperialism form the background for the study of Gandhi's non-violent war of independence. Basic Chinese philosophy, the rise and influence of Confucianism, Buddhism and its

influence, Chinese and Japanese social and economic development precede a detailed study of the Chinese struggle against foreign imperialism which is depicted against the backdrop of the Japanese-American quarrel over the Open Door. The Communist victory in China is examined and the current United States position in the Far East is also considered.

4 semester hours credit

H 29 *Contemporary Latin-America* — During the period since World War I there has developed an increasing interdependency between the nations comprising North and South America. Much attention has been given to the strengthening of the bond of inter-American friendship which has resulted in increased commerce and a closer unity of action in world politics.

This course is primarily related to the social, political, and economic developments of the countries of Latin America, their national character, and relation to world affairs, all studied through their cultural heritage and their emerging political patterns.

2 semester hours credit

H 31 *Contemporary Africa* — Africa is in a threshold period of its history. It is emerging from centuries of colonial subjugation into a position of positiveness in world affairs. This course will provide a basis for assessing the role Africa will play and the importance of that continent to the United States. It will concentrate on the principal characteristics and problems of modern Africa, including a survey of basic geographic, political, economic, and cultural features, including discussion of such problems as Nationalism, intergroup tensions, economic development, and urbanization.

4 semester hours credit

H 32 *The Middle East since 1920* — Since the end of World War II, the Middle East has been an area of tension, strife, and intense nationalism. It may well be the pivotal area in the conflict of East and West, and is certainly one of the danger spots on the road to world peace.

This course emphasizes the present-day situation set against the geographic and historic background. Major topics covered include: The lands and peoples of the Middle East; the rise of Mohammedanism; the relationship of Turkey, France, and Britain to the area; the Zionist movement and the formation of Israel; Nationalism in Syria, Lebanon, and Turkey; the role of Hashimite Jordan and Iraq; the Suez Canal and Egypt; economic interests in the Middle East, especially oil; social and psychological forces in the area; the foreign policy of the United States, Britain, France, and the Soviet Union in the Middle East. For purposes of the course, the area defined as the Middle East will include: Turkey, Syria, Lebanon, Jordan, Israel, Saudi Arabia, Yemen, Aden, Egypt, Iraq, Iran, Afghanistan, and Pakistan, and the eastern Mediterranean islands, such as Cyprus.

2 semester hours credit

H 35 *History of Russia to 1800* — Russian history from the earliest times with emphasis on the social, political, and economic factors.

(Prerequisite, H 9 and H 10)

2 semester hours credit

H 36 *History of Russia Since 1800* — Surveys the social, economic, and political factors of Russian History from Catherine the Great to the present day.

(Prerequisite, H 9 and H 10)

2 semester hours credit

Law (L)

L 5-6 Contracts — Contracts: their importance to the business man in the everyday conduct of his affairs, why contracts are necessary, how they are made and enforced; the subject matter of contracts; the rights and liabilities of the parties; the termination of contractual relationships. *5 semester hours credit*

L 7-8 Corporations, Partnerships, Agency — Problems of organizing various businesses, the forms of business enterprises; the powers and liabilities of business organizations and their officers; inter-corporate problems; rights of creditors and stockholders; reorganization and termination of a business organization's affairs. Agency: the function of agents in present-day business; the legal relationships among agent, employee and third parties; the duration of agency relationship and methods of termination.

(Prerequisite, L 5-6)

5 semester hours credit

L 9 Law of Sales — Transfer of property interest in goods; nature of sales contracts; Statute of Frauds; seller's warranties; rights and remedies of sellers and buyers; unfair and illegal market practices such as infringements of trademarks, disparagements of competitors, etc.

(Prerequisite, L 5-6)

2½ semester hours credit

L 11 Negotiable Instruments — Types of negotiable instruments: promissory notes, checks, bills of exchange, trade acceptances, etc.; their importance in commerce; formal requisites; contractual incidents; form and effect of endorsements; negotiation; holders in due course; defenses; liabilities of the parties; presentment and notice of dishonor; discharge.

(Prerequisite, L 5-6)

2½ semester hours credit

L 12 Creditors' Rights — Mortgages; pledges; conditional sales; suretyship and guaranty; bailments; bankruptcy.

(Prerequisite, L 5-6)

2½ semester hours credit

†**L 13 Law I** — Contracts: nature, kinds and formation of contracts; essential elements; form and interpretation of contracts; breach, remedies and damages. Agency: nature, purpose and formation of agency relationship; rights and duties of principal and agent, scope of agent's authority; rights and duties of principal and third persons; termination of agency. Employer and employee: compensation laws; duties of master; contributory negligence doctrine; injuries to third persons.

2½ semester hours credit

†**L 14 Law II** — Negotiable instruments: bills, notes and checks; requirements of a negotiable instrument; negotiation; liabilities and defense of parties; procedure upon dishonor; discharge. Bailments: nature and kinds; rights and duties of parties; carriers; documents of title. Sales: nature of sales contracts; warranties; transfer of title; rights and remedies of seller and buyer. Insurance: formation and function of insurance contract; kinds of policies; legal phases of life, property and other insurance. Suretyship: rights of the surety and the guarantor; rights and duties of the creditor; defenses of the surety and guarantor.

(Prerequisite, L 13)

2½ semester hours credit

†L 15 *Law III* — Partnerships: nature, kinds and formation; rights and duties of partners; partner's authority to bind firm; relation of partners and third persons; dissolution and winding up. Corporations: nature and creation; charter; powers, rights and liabilities; nature and kinds of capital stock; rights and liabilities of stockholders; directors and officers. Mortgages: rights and duties of mortgagor; rights and duties of mortgagee; rights after default. Property: landlord and tenant relationship; classification of tenancies; rights and duties of landlord; rights and liabilities of tenant. Bankruptcy: Federal Bankruptcy Act; acts of bankruptcy; adjudication; rights and duties of bankrupt; unsecured, secured and priority claims; extensions, compositions, and other debtor-relief provisions; discharge.

(Prerequisite, L 13)

2½ semester hours credit

†L 16 *Government Controls in Business* — A study of the economic and political relationships which exist between business and government with particular reference to the Sherman Act and Anti-Trust Laws; Securities and Exchange Commission; Interstate Commerce Commission; regulation of public utilities; the Co-operative Movement; the Social Security Act; government and labor; business regulation by taxation.

2½ semester hours credit

Mathematics (M)

M 1 *Algebra* — Proceeding from a rapid review of the fundamental operations of Algebra, the work continues with a thorough study of fractions, functions, linear and quadratic equations, equations in quadratic form, graphs, exponents, complex numbers, binomial expansion, variation, and equations of higher degree than the second.

2½ semester hours credit

M 2 *Trigonometry* — This course includes the solution of all triangles by both natural and logarithmic functions, identities, radian measure, principal values and the solution of trigonometric equations. Particular attention is given to the applications of Trigonometry to engineering practice.

(Prerequisite, M 1)

2½ semester hours credit

M 3 *Analytical Geometry* — This course consists of a study of the straight line, circle and conic sections, using rectangular cartesian co-ordinates only; also the graphs of trigonometric, logarithmic, and exponential equations.

(Prerequisite, M 1-2)

with M 5, 2½ semester hours credit

M 5 *Differential Calculus* — The work in the course consists of differentiation of algebraic, trigonometric, exponential, and logarithmic functions, both explicit and implicit; slopes of curves; maxima and minima; derivatives of higher order; velocity and acceleration in rectilinear motion.

(Prerequisite, M 3)

with M 3, 2½ semester hours credit

M 6 *Integral Calculus* — This course deals with integration as the inverse of differentiation as well as the limit of summation. The topics covered are methods of integration; use of integral tables; definite integrals; areas in rectangular co-ordinates; length of curves; areas of surfaces of revolution; volumes of solids of revolution; multiple definite (iterated) integrals; centroids of plane areas; moment of inertia.

(Prerequisite, M 5)

2½ semester hours credit

Modern Languages (ML)

ML 1-2 *Elementary French* — A beginner's course stressing the essentials of grammar, practice in punctuation, and progressive acquisition of a basic vocabulary with idiomatic expressions. Written and oral exercises are based upon simple French prose. The course develops into the reading of more difficult work accompanied by practice in conversation. *4 semester hours credit*

ML 3-4 *Intermediate French* — This is a continuation of Elementary French using texts of average difficulty with oral and written exercises and more complete consideration of idioms. Emphasis is placed upon the acquisition of reading and conversational ability. *4 semester hours credit*

ML 10-11 *Elementary Spanish* — A beginner's course stressing the essentials of grammar, practice in pronunciation and progressive acquisition of basic vocabulary and idiomatic expressions. *4 semester hours credit*

ML 12-13 *Intermediate Spanish* — Reading of Spanish prose of moderate difficulty, with practice in conversation. Review of grammar and written and oral exercises. *4 semester hours credit*

ML 20-21 *Elementary German* — Stresses the essentials of grammar, practice in pronunciation, and the acquisition of a basic vocabulary, and study of idiomatic expressions, use of subjunctive mood. *4 semester hours credit*

ML 22-23 *Intermediate German* — Reading of German prose of moderate difficulty, with practice in conversation. Introduction to the history of German civilization through texts of average difficulty, review of grammar, oral and written exercises. *4 semester hours credit*

ML 40-41 *Elementary Russian* — Begins with the Russian alphabet, grammar, practice in pronunciation, acquisition of a basic vocabulary and idiomatic expressions. *4 semester hours credit*

ML 42-43 *Intermediate Russian* — Reading of Russian prose of average difficulty. Review of grammar. Oral and written exercises. Conversational practice is included. *4 semester hours credit*

Philosophy (Ph)

Ph 1 *Introduction to Philosophy* — This introductory course combines the historical and systematic approaches to the subject. The historical treatment includes a survey of the chief philosophers and the development of basic philosophical ideas. The systematic treatment presents the several types of philosophy, such as realism, materialism, idealism, and pluralism. The place of philosophy is considered in its relation to ethics, religion, and natural sciences. The course both acquaints the student with facts about philosophy and trains him to think philosophically. *2 semester hours credit*

Ph 2 *Problems of Philosophy* — The chief systems of thought are applied to what may be termed the persistent problems of philosophy. The problems are to be found in the fields of epistemology, teleology, and metaphysics. The follow-

ing topics suggest representative problems which will be studied: the relation between mind and body, the nature and extent of freedom of the will, the validity of knowledge, and the bearing which the more recent views in physics and psychology have upon related philosophical problems.

(Prerequisite, Ph 1)

2 semester hours credit

Ph 3 *History of Ancient Philosophy* — A survey of the rise and development of Western scientific and philosophical thought and its influences from classical Greek beginnings to mediaeval times, with special emphasis on great trends, schools, and thinkers, as the Sophists, the Eleatics, Atomists, Plato, Aristotle, the Epicureans, the Stoics, the later Skeptics, Neo-Platonists, and early Christian philosophers.

2 semester hours credit

Ph 4 *History of Modern Philosophy* — A study of the great philosophical minds and their intellectual climates since the Renaissance. Comparison of ancient, mediaeval, and modern scientific and philosophical objectives, methods, and outlooks on man, culture, and nature. Particular attention to the writings of Bacon, Descartes, Hobbes, Spinoza, Locke, Berkeley, Hume, Kant, Hegel, and others, as well as to their influence on the contemporary Western milieu and treatment of recurrent philosophical problems confronting man through the ages.

2 semester hours credit

Ph 5 *Philosophy of Art, Aesthetics* — An examination of the nature, status, and function of art and beauty in their various forms in life. The relationship between the artistic-aesthetic and other human values and activities. Contrast between the practical, intellectual, and aesthetic impulse and attitude. Classical theories concerning art and the aesthetic experience. The problem of taste, standards of criticism, and objectivity of the aesthetic judgment. The arts, the artist, and society.

2 semester hours credit

Ph 6 *Philosophy of Religion* — A philosophical evaluation of religious experience, problems, beliefs, values and of their relationship to man's experience in its totality and to his needs, aspirations, and destiny. Discussion of modern conceptions about the Deity, good and evil, meaning and purpose in life and the physical world, human personality and freedom, immortality of the soul, and prayer and worship. The bearing of views and problems in modern science, philosophy of nature, theory of knowledge, ethics, aesthetics and general theory of value on relevant phases of religious experience and belief.

2 semester hours credit

Ph 7 *Principles of Social Ethics* — This course treats, concretely and analytically, such moral problems as human motives and conduct, egoism and altruism, implications of modern psychological and sociological theories about man and society, the meaning of good and evil, right and wrong, the role of customs and tradition, conscience, obligation, law, responsibility, freedom, and determinism. It evaluates critically the teachings of the major ethical schools, presents classical formulations of the good life, and explains the nature of the moral judgment and the ethical standard, and their relationship to economic, political, legal, religious, and other influences, values, and institutions.

2 semester hours credit

Ph 8 *Problems in Social Ethics* — A continuation of Ph 7, including an analytical, critical review of ethical data and theories in an attempt to analyze concrete moral situations involving the individual, the family, business and industry, the professions, government and politics, labor unions, education, etc. The underlying twofold aim of the course is to acquaint the student with the essential principles of reflective moral thinking and their applications to his own personal life and in his role as a citizen.

2 semester hours credit

Ph 9 *Logic I* — This is an introductory course in the art of correct thinking and effective discourse. It aims to establish and inculcate the laws of correct reasoning, enabling the student to analyze effectively types of argument or discourse. Fallacies resulting from semantic confusion and methodological error are studied. The course includes exercises in the structure and logical relations of propositions, types of deductive reasoning, and other thought processes used to obtain clear verbalization.

2 semester hours credit

Ph 10 *Logic II* — This is a continuation of Logic I including the limitations of deductive reasoning; nature of truth, proof, and their relationship to validity; inductive versus deductive procedures; the rationale of beliefs, common sense, and common practices; the scientific spirit and attitude, inductive procedures, and proof, argument or verification in the physical and social sciences; judgments of fact and judgments of value; the testing of evaluative judgments; the functions and relationships of deduction and induction, formal and factual reasoning.

2 semester hours credit

Psychology (Ps)

Ps 1-2 *General Psychology* — This course presents the major concepts from most areas of psychological investigation. Emphasis is placed upon the experimental approach to the study of behavioral data including growth and development, learning, perception and motivation. It considers the sensory basis of response, individual and group differences, mental testing, attitude formation and personal adjustment.

4 semester hours credit

Ps 3-4 *Psychology of Personality* — A systematic study of formal personality growth. Approaches to the understanding of personality are made through a review of the physical, mental, and emotional development of the individual and of the social influences upon him. Several of the more prominent theories in the field are considered and some case material is presented.

4 semester hours credit

Ps 5-6 *Abnormal Psychology* — The study of personality deviants. Attention is directed to the historical development of the field with emphasis upon the development of theories of abnormal behavior and their classification, the rise of institutional care of the mentally ill, and the beginnings of humanitarian concepts of deviancy.

4 semester hours credit

Ps 7-8 *Social Psychology* — A study of the psychological principles underlying human relations with emphasis upon motivation, nature and development of groups, social movements and institutions, antisocial behavior, social controls, leadership, co-operation, war, propaganda, and prejudice. In addition, the course seeks to elucidate the methods and techniques which yield trustworthy data regarding social phenomena.

4 semester hours credit

Ps 9 *Public Opinion and Propaganda* — Modern mass media of communications play an important role in the shaping of public opinion. It has become increasingly important for the average citizen to appraise the news and ideas that are disseminated through the press, radio, television, motion pictures, etc. This course deals with propaganda and its technique and use for political, military, and social purposes.

The course also includes the methods, use, and limitations of statistical research techniques for measuring public opinion and acceptance through polls, questionnaires, and other types of survey conducted by special interest groups.

2 semester hours credit

Ps 10 *Child Psychology* — An introduction to the growth and development of infants and young children. Systematic study is made of their characteristic patterns of behavior, motivations, and needs.

(Prerequisite, Ps 1 and 2)

2 semester hours credit

Ps 11 *Adolescent Psychology* — A further systematic exploration of developing patterns of childhood and adolescent behavior and their implications for adult life. Parental functions, problems pertaining to child rearing and their relationship to society are described.

(Prerequisite, Ps 1 and 2)

2 semester hours credit

†IR 3 *Psychology of Group Dynamics and Leadership* — Considerable study has been given recently to the problems of people acting together in groups. This course will acquaint the students with the results of the latest research concerning certain aspects of this study which relate to morale, supervision, incentives, and group decision procedures. It has as an objective the development of leadership skills by providing insights concerning the behavior of individuals in the group pattern. The principles of group dynamics will be discussed and demonstrated. The case method of instruction will be used in part to clarify the application of the principles.

2½ semester hours credit

†IR 5 *Psychology for Business and Industry* — Business psychology is the study of predicting and influencing human behavior in business. It provides an understanding of man's mental life, of how the individual and the group behave and are influenced in their behavior, and of how the business man may predict and control his own behavior and that of those with whom he works. The study and analysis of the student's own personal problems and behavior constitute a valuable and interesting phase of the course.

2½ semester hours credit

†IR 6 *Training Methods for Business and Industry* — Subjects covered range from principles and methods of effective "on-the-job" training to the handling of formal or informal training groups. The objective is to provide a thorough grounding in the psychology of learning; techniques of effective teaching; personality qualifications for successful training; a review of job instruction training (J. I. T.) and job relations training (J. R. T.); use of the case analysis method; role playing; training tools; visual aids; the value of example and demonstration; methods of analyzing and meeting training needs; the principles and practices of organizing and administering a training program; follow-up procedures to insure results; class projects to provide practical application of material covered in the course.

2½ semester hours credit

†IR 15 *Employment Testing* — Selection and placement procedures usually comprise several steps, including the interview, psychometric testing, references, etc., all of which are fitted together to form an over-all judgment. This course is concerned with tests used in business and industry to determine aptitudes, personal characteristics and qualifications for employment, proper job placement, counselling, promotion, special training, supervisory or executive potentialities. It discusses tests in terms of type and purpose, test characteristics, test construction, test interpretation, use and limitations of testing.

2½ semester hours credit

Sociology (S)

S 1-2 *Principles of Sociology* — Facts and principles basic to a general knowledge of the field of sociology are presented. The origins, forms, and forces of human associations are discussed. Consideration is given the several leading schools of sociological thought. The several theories of organic evolution are discussed. The antiquity of man and basic anthropological data are considered. The racial and ethnic groupings of man are then studied in the light of biological, geographical, and cultural factors. The course is designed to meet the needs of the student who desires only an elementary survey of the subject, as well as the student who plans to take advanced courses in social science.

4 semester hours credit

S 3 *Social Problems* — Attention is given the nature, complex causation, and interrelatedness of social problems in general. Cultural change, with its attendant lags, as well as other social forces and conflicts are studied. While sociological theory is occasionally introduced to clarify the problem at hand, the course is essentially practical in character. Such problems as poverty and unemployment, race antagonisms, population pressures, and the broken home are considered. Emphasis is given those pathological conditions which exist in relations between the individual and the group. Typical subjects presented include mental defectiveness and disease, alcoholism and drug addiction, suicide, delinquency and crime, and pathologies of domestic relations. Optional field trips to various institutions give concreteness to the problems studied.

(Preparation, S 1-2)

2 semester hours credit

S 4 *Social Pathology* — Similar to the course in Social Problems in background and approach, this study deals with the maladjustments and ills of human society. Emphasis is given those pathological conditions which exist in relations between the individual and the group. Typical subjects presented include mental defectiveness and disease, alcoholism and drug addiction, suicide, delinquency and crime, and pathologies of domestic relations. The field trips arranged for this course add to the practical knowledge of the social ills which are studied.

(Preparation, S 1-2)

2 semester hours credit

S 5 *Group Dynamics and Leadership* — This course will present an understanding of the intra-personal relationships of people working together in group settings — the family, business, civic, and social. It will review the latest findings in the field of human relations outlining how the individual and the group behave and are influenced in their behavior. The objective of the course is the development of group leadership skills through an insight into group decision procedures and those things that motivate and direct the actions of individuals working together.

2 semester hours credit

S 9 Cultural Anthropology— Early types of man and their ways of life; the races of man today and their distribution, capacities, and their cultures; uniformities, differences, transmission and diffusion of cultures; the uses and functions of culture; some contemporary primitive peoples and what we can learn from them concerning ourselves; the relation of anthropology to the other social sciences.

2 semester hours credit

S 11 Fundamentals of Social Sciences— An investigation into the factors, controls, problems and points of view regulating human conduct. A critical analysis of the social sciences, including anthropology, psychology, sociology, ethnology, history, government and politics, jurisprudence, etc., discussing their origins, terminologies, formations, etc., and weaving this basic data into an understanding of their interrelationships.

2 semester hours credit

S 13-14 Juvenile Delinquency— The study of the extent, causation, and prevention of juvenile delinquency. A review of the development of the Juvenile Court and the Youth Authority programs as well as an analysis of probation, parole, and institutional treatment of juvenile delinquents. Evaluation of various prevention programs and the detailed study of a series of case histories.

4 semester hours credit

S 15-16 Criminology— The nature and causes of crime, the criminal as a social problem, judicial agencies and procedures with past and present theories and penological practices. Procedures in adult courts, juvenile courts, and family courts. Prison systems as practiced both in Europe and the United States. Classification. Prison labor. Education within prisons. The theory of punishment as a deterrent. The individualization of treatment. Child guidance clinics. Youth service boards. The Borstal System. Social and cultural factors affecting crime. The place of psychiatry, social work, and religion in criminal treatment. The value and effectiveness of probation, parole, and indenture methods of treatment.

4 semester hours credit

S 17 Preparation for Marriage— Critical historical analysis of marriage forms and their origins. Factors involved in love and courtship. Parent-child roles during courtship to husband-wife relationship. Psychologic, medical, and theologic prerequisites to marriage. Examination of marriage laws, legal rights and duties of constituents. Marital values and problems previewed, e.g., recreational, educational, religious, child guidance, divorce, etc.

The course is designed to summarize research to date of special importance to Social Science majors and those identified with social service agencies.

2 semester hours credit

S 19 The Family I— The Primary Social Institution— The American Family— comparison and contrast with other Occidental and Oriental forms, both ancient and contemporary. Current changes in family life and causes. Genic and psychogenic conditioning, explaining the relationship between family members. Particular emphasis is given to the relation of the family to the social sciences and the promotion of education of young people for family life, marriage and parenthood. Of prime value to social service personnel and social science teachers.

2 semester hours credit

S 20 The Family II— Problems of— Causes of family disorganization— the impact of social pathology on family life. Case studies secured from welfare

agencies. Reformatories, societies for prevention of cruelty to children, court records, and infirmaries for the mentally deficient. The negative influences affecting family health, e.g., disease, crime, poverty, and their prevention. The responsibilities of parenthood defined. *2 semester hours credit*

S 21-22 *Social Service I* — A survey of welfare agencies. Their origins, functions, and method of operation. Problems of agencies involving health, child care, legislation, population distribution, etc. Emphasis is placed upon voluntary and state agencies and laws applicable to them. *4 semester hours credit*

S 23-24 *Social Service II* — Federal agencies and laws applying to their administration. The role of the Federal Government in national welfare and relief. Problems encountered, medical, economic, political, in agency management. Privileges and rights of a United States citizen under social service laws are reviewed. *4 semester hours credit*

S 25-26 *Ethnology — Race Relations and Cultural Contact* — America, the Melting Pot of the World. A critical study of racial traits and cultural associations. The differences between "race" and "culture" — race the biological concept, culture a universal maturing process. The problems of races and nationalities. Race conflicts and exploitation. An examination of the strong contemporary doctrines of racialism. A survey of the premises in which racial and cultural misunderstandings take root. An analysis of race differentials and culture differences. An attempt to reach scientific conclusions pertaining to the causes of biological variations and race attitudes. *4 semester hours credit*

S 27-28 *American Culture* — A study of modern American culture and its major social institutions: economic, religious, governmental, familial, educational, welfare, and recreational. Consideration is also given to social classes and stratification, mobility, and individualism. The parts played by subcultures and cultural integration are also examined. *4 semester hours credit*

S 30-31 *Social Theory* — An historical development of sociological thought from its beginning to the more modern theories. The origins, aims, and accomplishments of the social science movement are studied. Contributions of men since the early nineteenth century are later examined, including Spencer, Marx, Sumner, Ward, Gumplowicz, Durkheim, Pareto and Thomas. *4 semester hours credit*

S 32 *Urban Society* — A study of the modern American city based on its historical background and comparison with other cities of the world. Its types, social values, and pathological elements are discussed as are methods of city planning. *2 semester hours credit*

S 33 *Man in Contemporary Society* — Man is in a constant process of relating himself to the Universe through his search for fundamental truths. Evidence of this search can be found in the current writings of our creative thinkers as represented by books, articles, from periodical literature and professional journals, etc.

This course will examine the writings for newer concepts as they relate to man in this atomic society in which he is forced to find an answer to how man can live with one another in a constantly shrinking world. In their analysis of these modern concepts the students must trace them to their origin, which in most cases can be found in the earlier schools of thought. *8 semester hours credit*

S 34 *Social Control* — Social Control is a study of the methods and basic principles which give wise direction to the growth and development of human relations. The negative aspects of control such as restraint, coercion, and punishment are considered, but the emphasis of the course is on the constructive and positive ways in which we can direct the social processes into freer and fuller expression. The following topics, selected at random, are typical discussion areas: How do customs control society? What are the differences between education and propaganda? What are the less evident causes of revolution? How do moral and religious ideals influence groups? In what ways do the newer media of communication mold society?
2 semester hours credit

†IR 7 *Industrial Sociology* — The social, psychological, and biological factors are interacting forces affecting the behavior of workers. This course in the sociology of work relations attempts to study the worker in terms of his needs, desires and ambitions but also considers him as one of a group in the larger area of group dynamics. It discusses the many significant social adjustments made by the individual throughout his work-life; the sociological aspects of worker selection and placement upon industrial morale and teamwork; the formal organization of management and the unions; the strategy and tactics of union-management bargaining; occupational mobility and security; industry and society.
2½ semester hours credit

†IR 11-12 *Human Relations* — Effective handling of human problems has become a factor of vital importance to management. This course in human relations in business is the foundation to all personnel policy and offers an approach or understanding of value not only to those in personnel work but also to all persons having supervisory relationships. Subjects included for discussion are the techniques of approach to situation analysis; problems in selection; training; employee rating; change of employee status; supervision; wage policies; complaints and grievances; employee morale; labor turnover; discipline; health; safety; employee participation; collective bargaining; public relations.
5 semester hours credit

†IR 22 *Labor-Management Relations* — This course provides a basic treatment of labor economics, including the history of the labor movement and of industrial relations, with emphasis on the present period; theory of collective bargaining; effects of collective bargaining upon income of labor, employment, accumulation of capital, and national income. Policies and practices of labor and management in respect to hiring and layoffs, technological changes, wages and market position, closed and open shop, union-management co-operation, government regulation of labor relations, etc. The problem of strikes and lockouts. Public policy as to industrial relations.
2½ semester hours credit

Science (Sc)

Sc 1-2 *Survey of the Physical Sciences* — The purpose of the course is to give a definite conception of the physical world to those students who ordinarily would not elect a science course but who need to know something about the contributions and the place of the physical sciences in contemporary civilization. This course begins with a study of the universe and solar system. Consideration is given to the principles of distance, mass and weight, and the simple dynamics

of bodies. The earth is studied from the viewpoint of its geological, meteorological, and chemical aspects, these main fields introducing a non-mathematical discussion of magnetism, heat, and electricity.

4 semester hours credit

Sc 3-4 Survey of the Physical Sciences — In this course the phenomena of light are taken up. Following this, consideration is given to spectroscopy and matter structure, the periodic table, acids, bases, salts, and organic compounds. The course concludes with a discussion of certain aspects of physics which are of practical importance in the household, such as heating, lighting, refrigeration, and electrical appliances.

4 semester hours credit

Sc 5-6 General Biology — This course in biology is concerned with the study of life and life processes primarily as they relate to man's physiology and his biological and physical surroundings. The following basic principles are explained and interpreted in terms of human functions: properties of protoplasm, the importance of photosynthesis, food manufacture and utilization of energy, formation and adaptation of living organisms to their environments.

4 semester hours credit

Sc 7-8 General Biology — A continuation of fundamental biological relationships of man by consideration of pathogenic agents; the nitrogen, carbon and water cycles in nature; principles of plant and animal distribution; the principles of change; man and the balance of nature and his over-all relationship to natural forces.

(Prerequisite, Sc 7-8)

4 semester hours credit

Sc 9-10 General Chemistry — This course will instruct in the fundamental ideas of matter and energy; properties of gases, liquids, and solids; molecular weights; theory of valence; classification of the elements; ionic reactions, chemistry of metals and non-metals; electrochemistry; the solution of all types of problems to illustrate practical applications; introduction to organic chemistry, including industrial applications to petroleum, rubber, synthetic resins, plastics; chemotherapy; laboratory experiments demonstrating the principles discussed in class.

5 semester hours credit

Sc 11 Physics I — This course covers the principles of mechanics. Some of the topics covered are force; energy; work; statics; elasticity; linear, rotational and harmonic motion; liquids and gases.

Each lecture includes a demonstration period and a problem period in which the student learns the practical application of the physical laws being studied.

2½ semester hours credit

Sc 12 Physics II — This course begins with the study of wave motion and sound, and is followed by heat, light, and electricity.

The section in heat includes thermometry, expansion, calorimetry, behavior of gases, vaporization and transfer of heat. Under the subject of light are reflection, refraction, dispersion, diffraction and interference, lenses and optical instruments. The study of electricity includes magnetism, electrostatics, resistance, capacitance, inductance, alternating currents, and series and parallel circuits.

The same lecture procedure is followed with respect to demonstrations and problems as is done in Sc 11.

(Prerequisite, Sc 11)

2½ semester hours credit

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NORTHEASTERN UNIVERSITY COLLEGE OF LIBERAL ARTS *Evening Courses*

360 Huntington Avenue, Boston 15, Mass.

A fee of five dollars must accompany this application. Make checks, money orders, or drafts payable to Northeastern University. **This fee is not refundable.**

Application
Received by
Date.....

APPLICATION FOR ADMISSION

To the Director: Mr. _____ Date.....19....
Mrs. _____
I (Print name in full) Miss _____ (First) _____ (Middle) _____ (Last) _____

hereby apply for admission to the College of Liberal Arts, Evening Division.

I plan to take the program checked below, and wish to enter with the term beginning.....195... month

Bachelor of Arts Degree

- ☐ Economics
- ☐ History-Government
- ☐ Sociology

Associate in Arts Degree

- ☐ Arts
- ☐ Social Sciences

Bachelor of Business Administration

- ☐ Personnel and Industrial Administration
- ☐ Prelegal

To enable you to determine my eligibility for admission I am furnishing the following information:

Home
Address: Street..... City..... Residence Telephone.....
Employed by:
Company..... Address..... City.....
Date of birth..... Age..... years..... mos.....

Name and address of parent or guardian if under 21 years of age.....
.....
.....

I have attended the following schools above the eighth grade. (Include other schools of the Northeastern University System and if you have attended other universities designate the school.)

NAME OF SCHOOL	LOCATION — CITY, STATE	Check Years Attended				Year Left	Year of Graduation	Degree if any
		1	2	3	4			

Course taken in high school (college, general, etc.)
 I request advanced standing credit and will furnish transcript for previous college work completed at.

For information relative to my character and general ability, I refer you to the following person who is not a student or relative:
 Name.....Street.....
 City.....State.....Occupation.....

I first learned of Northeastern University through.....
 Following is the name and address of the person who recommended that I enter the University.....

.....
 Usual signature

Approved for admission as a special student with.....units credited.
 regular
Date.....
 Director

NORTHEASTERN UNIVERSITY

(COEDUCATIONAL)

Programs of instruction leading to appropriate degrees are offered by the Schools and Colleges of the University in the following areas of study:

LIBERAL ARTS

The **COLLEGE OF LIBERAL ARTS** offers a broad program of courses in the sciences, mathematics, modern languages, humanities, and social studies serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for specialization. Degrees: Bachelor of Arts; Bachelor of Science.

The **EVENING DIVISION** of the College offers courses in the fields of arts and social sciences during evening and Saturday morning hours. Degrees: Bachelor of Arts; Associate in Arts.

EDUCATION

The **COLLEGE OF EDUCATION** offers day curricula combining broad general education and professional study for the preparation of elementary and secondary school teachers. Degree: Bachelor of Science in Education.

The **GRADUATE DIVISION** of the College offers, during late afternoon, evening, and Saturday morning hours, advanced courses leading to the degree of Master of Education.

BUSINESS

The **COLLEGE OF BUSINESS ADMINISTRATION** offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

The **SCHOOL OF BUSINESS**, organized specifically to meet through evening classes the needs of employed persons, offers curricula in Accounting, Business Management, Engineering and Management, Industrial Management, Insurance, Marketing, Law and Business, Personnel and Industrial Relations, Real Estate, Retailing, Public Administration, Transportation and Traffic Management. Degrees: Bachelor of Business Administration; Associate in Business Administration.

The **GRADUATE DIVISION** of the School provides an evening program of advanced study leading to the degree of Master of Business Administration.

ENGINEERING

The **COLLEGE OF ENGINEERING** offers professional curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Degree: Bachelor of Science in Engineering with specification as to field.

The **GRADUATE DIVISION** of the College offers, during evening hours, advanced courses in certain fields of Civil, Mechanical, and Electrical Engineering, Chemistry, and Mathematics-Physics, leading to the degree of Master of Science. In addition, Day graduate programs are available in the Departments of Electrical Engineering and of Physics leading to the Master's Degree.

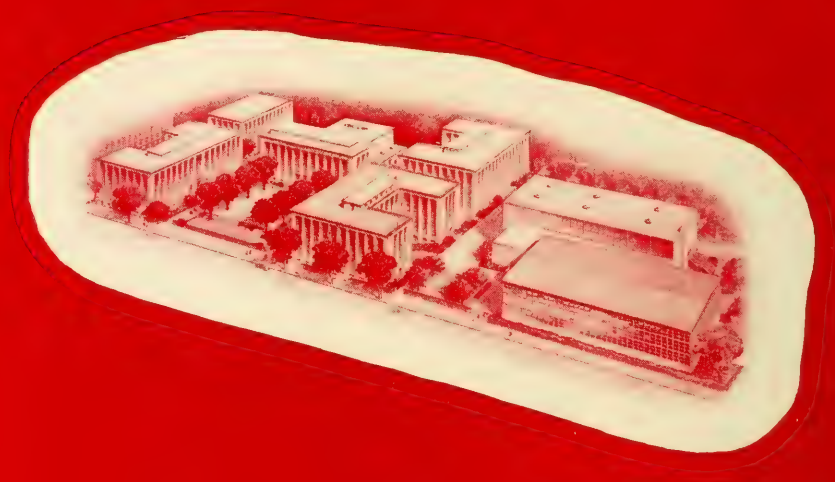
The **LINCOLN INSTITUTE** offers four-year evening programs in the technology of various fields of engineering and in chemistry. The curricula comprise courses of college grade which are integrated into programs covering the several specialized fields. Degrees: Associate in Engineering; Associate in Chemistry.

The Co-operative Plan

The Colleges of Liberal Arts, Education, Business Administration, and Engineering offer day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses.

For further information regarding any of the above schools, address
Director of Admissions

NORTHEASTERN UNIVERSITY
BOSTON, MASSACHUSETTS



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BULLETIN
1957-1958

Lincoln Institute EVENING SESSIONS

BOSTON 15, MASSACHUSETTS

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Monday — Friday 8:45 A.M.—9:00 P.M.
Saturdays 8:45 A.M.—12:00 NOON

JUNE 24, 1957 — AUGUST 17, 1957

Monday and Thursday 8:45 A.M.—9:00 P.M.
Tuesday, Wednesday and Friday 8:45 A.M.—5:00 P.M.

AUGUST 19, 1957 — JUNE 21, 1958

Monday — Friday 8:45 A.M.—9:00 P.M.
Saturdays 8:45 A.M.—12:00 NOON

INTERVIEWS

Prospective students, or those desiring advice or guidance regarding any part of the school work or curricula, are encouraged to arrange for personal interviews with the Dean or other officers of instruction. Career planning through competent guidance provides an understanding of professional requirements and develops that definiteness of purpose so vital to success.

Address communications to

DEAN DONALD H. MACKENZIE

LINCOLN INSTITUTE

NORTHEASTERN UNIVERSITY

360 Huntington Avenue, Boston 15, Massachusetts

Telephone COpley 7-6600

NORTHEASTERN UNIVERSITY

EVENING DIVISION

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*Evening Engineering Courses
of College Grade*

BOSTON 15, MASSACHUSETTS

GIFTS AND BEQUESTS

Northeastern University will welcome gifts and bequests for the following purposes:

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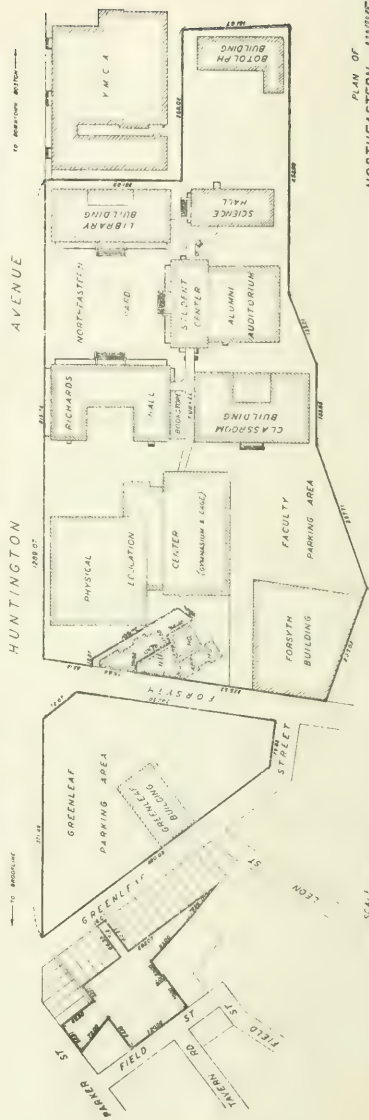
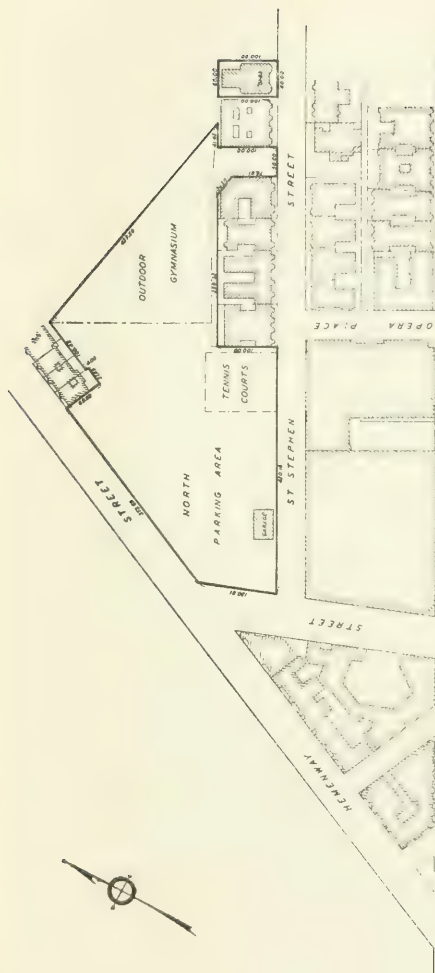
It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

The legal name of the University is "Northeastern University." However, in the making of gifts and bequests to Northeastern, the following wording is suggested: "Northeastern University, an educational institution incorporated under the laws of Massachusetts and located in Boston, Massachusetts."

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CALENDAR

1957

Summer session classes begin.....	<i>June</i>	3
Commencement.....	<i>June</i>	16
Legal Holiday — No class sessions.....	<i>July</i>	4
Summer session classes end.....	<i>August</i>	29
Fall semester classes begin.....	<i>September</i>	16
Legal Holiday — No class sessions.....	<i>October</i>	12
Legal Holiday — No class sessions.....	<i>November</i>	11
Legal Holiday — No class sessions.....	<i>November</i>	28
Final class session before Christmas recess.....	<i>December</i>	20

1958

First class session after Christmas recess.....	<i>January</i>	2
Final examinations, fall semester.....	<i>January</i>	20-24
Division B and second semester classes begin.....	<i>January</i>	27
Legal Holiday — No class sessions.....	<i>February</i>	22
Legal Holiday — No class sessions.....	<i>April</i>	19
Final examinations, spring semester.....	<i>May</i>	19-24
Legal Holiday — No class sessions.....	<i>May</i>	30
Summer session classes begin.....	<i>June</i>	2

NORTHEASTERN UNIVERSITY

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NELSON G. COPP, B.A., LL.B., M.A., *Placement Officer*

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ROBERT EDWARD LANG, S.B., *Assistant to the Bursar for Student Accounts*

DONALD JOSEPH TAYLOR, A.B., *Assistant to the Bursar for Veterans' Affairs*

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RUDOLF OSCAR OBERG, S.B., Ed.M., *Director of Alumni Relations*

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Secretary

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FACULTY

THE STRENGTH of any educational institution lies in the quality of its faculty. This is especially true in a technical institute devoted to the training of mature men and women most of whom are already employed in their chosen professions.

The instructional staff of the Lincoln Institute is composed of men who have an active interest in the welfare of ambitious evening school students. They are men of culture and high ideals and are well qualified by training and experience to teach in their respective fields.

GEORGE H. ANDERSON

Appointed 1956

Commercial Art Diploma, Vesper George School of Art, 1948; Professional Artist, Portraiture and Illustration; Instructor in Engineering Drawing, Apprentice School, Boston Naval Shipyard.

Engineering Drawing

ROBERT B. ANGUS, JR.

Appointed 1948

B.S. Northeastern University, 1947; M.S. Harvard University, 1953; Engineer, Missiles System Laboratory, Sylvania Electric Products, Inc.

Direct and Alternating-Current Theory

ROGER M. ANTOINE

Appointed 1955

Baccalaureat, Marseille University, 1942; License es Science, Marseille University, 1945; Diploma of Meteorology, Marseille University, 1946; Diploma of Engineering, Marseille School of Engineering, 1946; Assistant Professor of Mathematics, Northeastern University.

Engineering Mathematics

RUSSELL H. BABCOCK

Appointed 1954

S.B. Tufts College, 1945; S.M. Harvard University, 1947; Manager, Utilities Industry Division, The Foxboro Co., Foxboro, Mass.

Water Supply, Sewerage and Sewage Disposal

RALPH E. BACH, JR.

Appointed 1956

B.S.E.E. Lehigh University, 1953; Instructor in Electrical Engineering, Northeastern University.

Direct and Alternating-Current Theory

HOLLIS BAIRD

Appointed 1945

Assistant Professor of Physics, Northeastern University; Consulting Engineer, Radio and Television.

Communication Engineering I and II, Electronic Physics, Advanced Electronic Laboratory.

Chairman of the Department of Electronic Engineering

HERBERT T. BARNARD

Appointed 1955

S.B. Tufts College, 1952; Senior Instructor, Analysis and Design of Structures, Wentworth Institute.

Applied Mechanics

WILLIAM T. BARRY, JR.

Appointed 1956

Massachusetts Institute of Technology, 1930-1932; Tax Accountant, Second Bank-State Street Trust Company.

Engineering Drawing

G. WARREN BATES*Appointed 1949*

B.S. Massachusetts Institute of Technology, 1926; M.A. Boston University, 1938;
Instructor, Medford High School.

Pre-Engineering Mathematics, Engineering Mathematics

ADOLPH BAUMANN*Appointed 1955*

B.S. Kantonales Technikum, Winterthur, Switzerland, 1940; Graduate Studies,
Massachusetts Institute of Technology; Staff Engineer, Hycon Eastern, Inc.

Communication Engineering I and II, Advanced Electronic Laboratory

MALCOLM E. BERRETT*Appointed 1955*

B.S. George Washington University, 1953; Engineering Management, Raytheon
Manufacturing Co.

Electronic Physics, Semi-Conductors and Transistors

RALPH S. BLANCHARD, JR.*Appointed 1950*

B.S. University of New Hampshire, 1950; M.S. Northeastern University, 1954; As-
sistant Professor of Mechanical Engineering, Northeastern University.

Mechanical Engineering Laboratory

EDWARD BOBROFF*Appointed 1946*

B.M.E. Polytechnic Institute of Brooklyn, New York, 1940; Electrical Engineer,
Boston Navy Yard; Registered Professional Engineer.

Advanced Mathematics

FLETCHER S. BOIG*Appointed 1945*

B.S. Tufts College, 1932; M.S. Massachusetts Institute of Technology, 1933; Ed.M.
Tufts College, 1937; Assistant Professor in Chemistry, Northeastern University.

Chemistry

Chairman of the Department of Chemistry

EDWARD J. BOOTH*Appointed 1956*

A.B. Boston College, 1933; Ed.M. Boston College Graduate School, 1937; Assistant
Professor of Mathematics, Northeastern University.

Engineering Mathematics

JEFFREY J. BOWE*Appointed 1952*

A.B. Boston College, 1947; A.M. Brown University, 1949; Physicist, Cambridge Re-
search Laboratory.

Physics

FRANKLYN K. BROWN*Appointed 1955*

Lowell Institute, 1940; Instructor in Drawing, Northeastern University.

Engineering Drawing

RICHARD B. BROWN, III*Appointed 1954*

S.B. Northeastern University, 1954; Systems Development Engineer, Sylvania
Electric Products Inc.

Advanced Electronic Laboratory

WILLIAM O. BRUEHL*Appointed 1956*

B.S.M.E. University of Maryland, 1928; Ordnance Engineer, United States Army
Ordnance Corps; Assistant Professor, Mechanical Engineering, Northeastern
University.

Mechanical Engineering Laboratory

GEORGE E. BURDICK*Appointed 1950*

A.B. Boston University; Senior Engineer, Baldwin-Lima-Hamilton Co.; Audio
Engineer, New England Conservatory of Music.

Advanced Electronic Laboratory, Electronic Laboratory

JAMES A. CAFFREY*Appointed 1952*

Ph.B. Boston College, 1922; M.Ed. Boston College, 1926; Instructor in Mathe-
matics, Boston Latin School.

Pre-Engineering Mathematics

- FRANCIS J. CALLAHAN** *Appointed 1948*
B.S. Northeastern University, 1948; Project Engineer, Cambridge Corp.
Mechanical Engineering Laboratory
- ROBERT E. CAMERON** *Appointed 1956*
B.S. in Civil Engineering, Northeastern University, 1951; Personnel and Office Manager, Harry R. Feldman, Inc., Engineers.
Engineering Drawing
- MICHAEL A. CANGIANO** *Appointed 1946*
S. B. Harvard University, 1933; Ed.M. Tufts College, 1949; Head of Science Department and Junior Submaster, Medford High School.
Engineering Mathematics
- WALTER A. CARLSON** *Appointed 1948*
B.S. in Electrical Engineering, Tufts College, 1941; Application Engineer, Westinghouse Electric Corporation.
Direct and Alternating-Current Theory
- MARCELLO J. CARRABES** *Appointed 1953*
S.B. Northeastern University, 1950; M.S. Northeastern University, 1953; Assistant Professor of Electrical Engineering, Northeastern University.
Advanced Mathematics
- WALTER J. CASEY** *Appointed 1955*
A.B. Boston College, 1951; M.Ed. Boston Teachers' College, 1952; Instructor in Mathematics, Boston Latin School.
Pre-Engineering Mathematics, Engineering Mathematics
- WALTER J. CHAROW** *Appointed 1954*
B.S. Worcester Polytechnic Institute, 1949; M.S. Worcester Polytechnic Institute, 1950; Research Engineer, Laboratory for Electronics, Inc.
Electron Tubes and Circuits I and II, Electronic Laboratory
- LAURENCE FULLER CLEVELAND** *Appointed 1931*
B.S. Worcester Polytechnic Institute, 1929; M.S. Massachusetts Institute of Technology, 1935; Associate Professor of Electrical Engineering, Northeastern University.
Direct and Alternating-Current Machinery
Chairman of the Department of Electrical Engineering
- EDWARD V. CLOUGHERTY** *Appointed 1956*
B.S. Boston College, 1952; A.M. Boston University, 1955; Research Fellow, Boston University.
Physical Chemistry
- BASIL L. COCHRUN** *Appointed 1955*
S.B. Purdue University, 1951; Instructor in Electrical Engineering, Northeastern University.
Direct and Alternating-Current Machinery Laboratory
- ROBERT P. COLLINS** *Appointed 1955*
B.S. Mathematics, Boston College, 1949; M.Ed. Boston Teachers College, 1950; Mathematics Teacher, Boston English High School.
Engineering Mathematics
- ROGER T. CONNOR** *Appointed 1953*
A.B. Boston College, 1952; M.Ed. State Teachers College, Boston, 1953; Mathematics Instructor, Boston Technical High School.
Engineering Mathematics
- ALBERT L. COYNE** *Appointed 1948*
B.S. University of Maine, 1915; Ed.M. Harvard University, 1937; Instructor, Rindge Technical School.
Engineering Drawing

- OTIS F. CUSHMAN** *Appointed 1937*
 B.S. University of New Hampshire, 1932; M.S. University of New Hampshire, 1934;
 Associate Professor of Drawing, Northeastern University.
Engineering Drawing
Chairman of the Department of Engineering Drawing
- WARREN C. DEAN** *Appointed 1941*
 A.B. Boston University, 1931; M.A. Boston University, 1940; Associate Professor of
 Mathematics, Northeastern University.
Advanced Mathematics
Chairman of the Department of Engineering Mathematics
- MICHAEL DEMBO** *Appointed 1956*
 Bachelor of Civil Engineering, City College of New York, 1948; M.S. Northeastern
 University, 1953; Structural Engineer, M.A. Reidy, Engineers; Registered Profes-
 sional Engineer, State of Massachusetts.
Surveying
- H. LELAND DERIVERA** *Appointed 1956*
 B.S. United States Naval Academy, 1921; M.A. Boston University, 1955; Lecturer
 in Mathematics, Northeastern University.
Physics
- J. JAMES DEVINE** *Appointed 1939*
 B.S. University of Rhode Island, 1927; Sc.M. Brown University, 1936; Associate
 Professor of Engineering Drawing, Northeastern University.
Engineering Drawing
- CHARLES PHILIP ENGELHARDT, JR.** *Appointed 1942*
 B.S. Harvard University, 1928; Master of Architecture, Harvard University, 1930;
 Architect, Kilham, Hopkins, Greeley & Brodie.
Machine Drawing
- GEORGE E. ENGMAN** *Appointed 1956*
 S.B. Worcester Polytechnic Institute, 1950; Research Engineer, Laboratory for
 Electronics, Inc.
Electron Tubes and Circuits I and II
- ARTHUR L. EVANS** *Appointed 1946*
 A.B. Boston College, 1922; M.S. Boston College, 1923; Master in Science Depart-
 ment, Boston English High School.
Physics
- HOWARD W. EVIRS, JR.** *Appointed 1952*
 B.S. Northeastern University, 1951; Assistant Executive Engineer, Fitchburg Gas
 and Electric Light Company, Boston.
Direct and Alternating Current Theory
- PATRICK H. FERZOCO** *Appointed 1949*
 Lowell Institute, 1926; Instructor of Machine Construction and Tool Design,
 Wentworth Institute.
Engineering Drawing
- WILLIAM D. FINAN** *Appointed 1946*
 A.B. Boston College, 1938; M.A. Columbia University, 1941; Instructor in English
 and Mathematics, Weeks Junior High School, Newton.
Pre-Engineering Mathematics
- LOUIS A. FIORE** *Appointed 1956*
 A.E. Lincoln Technical Institute, 1944; B.B.A. Northeastern University, 1946; Chief
 Draftsman, National Pneumatic Company, Boston.
Engineering Drawing

- ARTHUR R. FOSTER** *Appointed 1949*
B.S. Tufts College, 1945; M.E. Yale University, 1949; Assistant Professor of Mechanical Engineering, Northeastern University.
Mechanical Engineering Laboratory
- JOHN L. FREEDMAN** *Appointed 1949*
S.B. Massachusetts Institute of Technology, 1932; Engineer, R. C. A. Airborne Systems Laboratory.
Electron Tubes and Circuits I and II, Electronic Laboratory
- ROYAL MERRILL FRYE** *Appointed 1930*
A.B. 1911; A.M. 1912; Ph.D. 1934, Boston University; Professor of Physics, Simmons College; Evening Graduate Division, Northeastern University.
Physics
- JOHN H. FULLERTON** *Appointed 1955*
B.E. Yale University, 1944; Principal Structural Engineer, Jackson & Moreland, Inc.
Applied Mechanics
- BRONISLAUS J. GEDREWICZ** *Appointed 1956*
B.S. Massachusetts Institute of Technology, 1931; Designer, Small Aircraft Engine Department, General Electric Company.
Engineering Drawing
- SAMUEL M. GIVEEN** *Appointed 1952*
A.B. Bowdoin College, 1942; A.M. Harvard, 1951; Assistant Professor of Mathematics, Northeastern University.
Advanced Mathematics
- ALFRED I. GRAYZEL** *Appointed 1956*
B.A. Columbia University, 1954; Electrical Engineer, Lincoln Laboratory, Massachusetts Institute of Technology, Lexington, Mass.
Direct and Alternating Current Theory
- ROBERT GRISWOLD** *Appointed 1956*
B.S. New Bedford Institute of Textiles and Technology, 1950; M.S. Northeastern University, 1954; Teaching Assistant, Massachusetts Institute of Technology.
Qualitative-Quantitative Chemistry Laboratory
- RICHARD E. GROJEAN** *Appointed 1955*
B.S. Northeastern University, 1948; M.S. Tufts College, 1950; Assistant Professor of Physics, Northeastern University.
Physics
- JOSEPH D. HADAD** *Appointed 1955*
S.B. Massachusetts Institute of Technology, 1951; M.S. Northeastern University, 1955; Department Head, Raytheon Manufacturing Co.
Communication Engineering I and II.
- LAWRENCE A. HAINES** *Appointed 1956*
A.M.E. Lincoln Technical Institute, 1953; Sales Engineer, Mason-Neilan Division, Worthington Corporation.
Engineering Drawing
- FRANK A. HAMILTON** *Appointed 1947*
A.C.E. Lincoln Technical Institute, 1939; Structural Engineer, Jackson & Moreland.
Structural Drawing
- FRANCIS R. HANKARD** *Appointed 1946*
S.B. Northeastern University, 1946; M.A. Boston University, 1949; Chemist, State Police Laboratories.
Physics

- ERIC HARRISON** *Appointed 1949*
Wentworth Institute, 1920; B.S. Suffolk University, 1937; M.A. Suffolk University, 1951; Instructor in Mechanical Drawing, Medford High School.
Engineering Drawing
- HOLLIS D. HATCH** *Appointed 1956*
A.B. Harvard College, 1915; Ed.M. Boston Teachers College, 1934; Lecturer in Physics, Northeastern University.
Physics
- JAMES C. HEBARD, JR.** *Appointed 1946*
B.S. Northeastern University, 1943; Manager Production Design Department, Data-matic Corp.
Machine Design
- DAVID E. HIGGINBOTHAM** *Appointed 1947*
S.B. Northeastern University, 1944; S.M. Massachusetts Institute of Technology, 1948; Associate Professor of Electrical Engineering, Tufts University.
A. C. Machinery II Laboratory, Electronics for Industry Laboratory
- PERCY H. HILL** *Appointed 1950*
B.M.E. Rensselaer Polytechnic Institute, 1944; M.S. Harvard University, 1951; Associate Professor in Engineering, Tufts University.
Strength of Materials, Mechanism
- ROBERT EDGAR HODGDON** *Appointed 1927*
B.S. University of New Hampshire; M.S. Massachusetts Institute of Technology; Instructor, Rindge Technical School.
Physics
- WHEATON A. HOLDEN** *Appointed 1955*
A.B. Brown University, 1948; M.A. Boston University, 1949; Assistant Professor, Northeastern University.
Engineering Drawing
- EVERETT L. HUME** *Appointed 1950*
B.S. 1933, M.S. 1933, Massachusetts Institute of Technology; Engineer, Jackson & Moreland.
Hydraulics
- WARD MARTIN HUNTING** *Appointed 1953*
B.S. Houghton College, 1947; M.S. University of Massachusetts, 1949; Assistant Professor of Chemistry, Eastern Nazarene College.
Qualitative Chemistry, Quantitative Chemistry
- MARTIN IDELSON** *Appointed 1956*
B.S.Ch. Polytechnic Institute of Brooklyn, 1952; Ph.D. Polytechnic Institute of Brooklyn, 1955; Research Assistant, Children's Cancer Research Foundation.
Organic Chemistry Lecture
- CARROLL I. JOHNSON** *Appointed 1956*
S.B. Massachusetts Institute of Technology, 1950; Structural Engineer, Maurice A. Reidy, Engineers.
Applied Mechanics
- NOLAN T. JONES** *Appointed 1955*
B.S. University of Nebraska, 1951; S.M. Massachusetts Institute of Technology, 1954; Computer Systems Engineer, Lincoln Laboratory, Massachusetts Institute of Technology.
Direct-Current Theory, Electron Laboratory

- PERCY E. JONES *Appointed 1923*
 B.S. Boston University, 1930; Instructor in Mathematics, Huntington School.
Pre-Engineering Mathematics
- A. LOUIS KARP *Appointed 1956*
 A.B. Harvard College, 1927; Ed.M. Boston University, 1931; Submaster, Boston School Department.
Pre-Engineering Mathematics
- CHRISTOPHER F. KENNEDY *Appointed 1949*
 A.B. Harvard University, 1944; Ed.M. Boston Teachers College, 1947; Assistant Professor of Mathematics, Northeastern University.
Advanced Mathematics
Chairman of Department of Advanced Mathematics
- MARK M. KILEY *Appointed 1955*
 B.E. Yale University, 1948; M.E. Yale University, 1949; Chief Structural Engineer, Hayden, Harding & Buchanan, Consulting Engineers.
Strength of Materials
- ALFRED E. KILGOUR *Appointed 1955*
 A.B. Albion College, 1936; B.S. Massachusetts Institute of Technology, 1938; General Engineer, Allis Chalmers Manufacturing Co.
Direct and Alternating Current Theory
- JOHN J. KOVALY *Appointed 1956*
 B.S. Muskingum College, 1950; M.S. University of Illinois, 1953; Ship Superintendent, U. S. Navy, Boston Navy Yard.
Electronic Physics
- BORAH L. KREIMER *Appointed 1954*
 B.S. North Carolina State College, 1940; Ed.M. Northeastern University, 1956; Assistant Professor of Engineering Drawing, Northeastern University.
Engineering Drawing
- HORATIO W. LAMSON *Appointed 1945*
 B.S. Massachusetts Institute of Technology, 1915; M.A. Harvard University, 1917; Research Engineer, General Radio Company.
Alternating-Current Theory, Electrical Measurements.
- HERBERT C. LANG *Appointed 1936*
 B.S. Northeastern University, 1934; Chief Draftsman, Mason-Neilan Division of Worthington Corporation.
Machine Drawing
- ROBERT S. LANG *Appointed 1955*
 B.S. Northeastern University, 1945; Ed.M. Boston University, 1954; Assistant Professor of Engineering Drawing, Northeastern University.
Engineering Drawing
- CLARENCE E. LEBELL *Appointed 1955*
 Lowell Institute, 1940; Mechanical and Electrical Engineering Designer, Aircraft Gas Turbine Division, General Electric Co.
Engineering Drawing
- HADRIAN B. LECHNER *Appointed 1956*
 S.B. Michigan State Normal School, 1944; M.A. Boston University, 1948; Research Assistant in Optics, Boston University Physics Research Laboratory; Assistant Professor of Physics, Eastern Nazarene College.
Physics
- JOHN ROBERT LEIGHTON *Appointed 1915*
 B.C.E. Northeastern University, 1914; Lens Manufacturer, John R. Leighton; Instructor of Strength of Materials, Wentworth Institute.
Applied Mechanics, Strength of Materials
Chairman of Department of Applied Mechanics and Strength of Materials

- NICHOLAS J. LEMBO** *Appointed 1953*
 B.S. Boston College, 1951; Ed.M. Boston Teachers College, 1952; Instructor in Physical Science, State Teachers College at Boston.
Pre-Engineering Mathematics, Engineering Mathematics
- CHARLES S. LEWIS** *Appointed 1956*
 B.S. Colby College, 1924; Ed.M. Harvard University, 1926; Science Department, Brighton High School.
Physics
- LESTER B. LINSKY** *Appointed 1955*
 B.S. Northeastern University, 1945; Radar Systems Project Engineer, Raytheon Manufacturing Co.
Electron Laboratory
- EDWARD F. LOBACZ** *Appointed 1951*
 B.S.C.E. Northeastern University, 1943; M.S.C.E. Harvard University, 1948; Soils Engineer, New England Division, Corps of Engineers, U. S. Army, Boston, Mass.
Structural Analysis
- ANDREW G. LOFGREN** *Appointed 1946*
 Lowell Institute, 1932; A.A. Harvard University, 1942; Ed.M. Boston University, 1946; Master, Mechanical Drawing, Boston Technical High School.
Engineering Drawing
- BERTRAM S. LONG** *Appointed 1952*
 B.S. Northeastern University, 1949; M.S. Northeastern University, 1954; Assistant Professor of Mechanical Engineering, Northeastern University.
Mechanical Engineering Laboratory
- ROGER G. LONG** *Appointed 1952*
 A.E.E. Lincoln Technical Institute, 1950; Graduate Study, Harvard University, 1950-51; B.B.A. Northeastern University, 1953; Project Engineer, General Communication Company.
Advanced Electronic Laboratory
- KENNETH A. LUCAS** *Appointed 1950*
 S.B. Massachusetts Institute of Technology, 1925; M.Ed. Boston University, 1931; Civil Engineer, Whitman & Howard, Inc.
Surveying
- JOHN F. LUTKEVICH** *Appointed 1956*
 A.E. Lincoln Technical Institute, 1952; B.B.A. Northeastern University, 1954; Engineer, Sylvania Electric Products, Inc.
Engineering Drawing
- ALAN A. MACKEY** *Appointed 1952*
 B.S. Northeastern University, 1951; A.M. Harvard University, 1954; Assistant Professor of Mathematics and Assistant to the Registrar of the Day Colleges, Northeastern University.
Advanced Mathematics
- ALEXANDER MACMULLEN** *Appointed 1956*
 B.S. Massachusetts Institute of Technology, 1951; M.S. Massachusetts Institute of Technology, 1951; Senior Engineer, Raytheon Manufacturing Company.
Electronic Physics
- ALVIN MANDELL** *Appointed 1950*
 B.E.E. College of the City of New York, 1943; Reg. P.E. State of Massachusetts, 1952; M.S. Northeastern University, 1955; Project Engineer, Crosley Division Avco Manufacturing Corp.
Advanced Electronic Laboratory
- ARTHUR J. MARCHAND, JR.** *Appointed 1955*
 S.B. Northeastern University, 1955; Instructor in Mechanical Engineering, Northeastern University.
Mechanical Engineering Laboratory

- ALFRED G. MARCOTTE** *Appointed 1950*
B.S. Tufts College, 1950; M.S. Northeastern University, 1955; Engineer, Laboratory for Electronics.
Direct and Alternating-Current Machinery Laboratory
- EDWARD MASKALENKO** *Appointed 1956*
A.B. Harvard University, 1947; M.S. Harvard University, 1948; Assistant Professor of Electrical Engineering, Tufts University.
Electrical Measurements
- HAROLD K. MCAFEE** *Appointed 1949*
B.S.C.E. Norwich University, 1943; Engineer, Fay, Spofford & Thorndike.
Strength of Materials
- FRANCIS T. McCABE** *Appointed 1952*
B.S. University of Maine, 1917; Ed.M. Harvard University, 1928; Headmaster, Rindge Technical School.
Engineering Drawing
- EDWARD F. MCCARREN, JR.** *Appointed 1951*
A.E.E. Lincoln Technical Institute, 1951; Engineering Assistant, Baldwin-Lima-Hamilton Corp.
Advanced Electronic Laboratory
- VERNON S. MCFARLIN** *Appointed 1953*
B.E.E. Northeastern University, 1931; Supervising Engineer, Boston Edison Company.
Engineering Mathematics
- EUGENE L. McLAUGHLIN** *Appointed 1956*
A.B. Boston College, 1929; M.A. Boston College Graduate School, 1931; Head of Mathematics Department, Hyde Park High School.
Pre-Engineering Mathematics, Engineering Mathematics
- ROBERT F. McMAHON** *Appointed 1956*
B.S. University of Maine, 1953; M.S. Harvard University, 1954; X-Ray Development Engineer, Tracerlab, Inc.
Engineering Mathematics
- CARL MILLER** *Appointed 1947*
A.B. Harvard University, 1929; LL.B. Boston University, 1933; Ed.M. Boston Teachers' College, 1935; Sub-Master, Boston School Department.
Engineering Mathematics, Pre-Engineering Mathematics
Chairman of Department of Pre-Engineering Mathematics
- ERNEST E. MILLS** *Appointed 1947*
B.S. Northeastern University, 1946; M.S. Northeastern University, 1954; Assistant Professor of Mechanical Engineering, Northeastern University.
Mechanical Engineering Laboratory
- H. CARLTON MOORE** *Appointed 1948*
S.B. 1924; S.M. 1933; Sc.D. 1941, Massachusetts Institute of Technology; Senior Mechanical Engineer, Metcalf & Eddy.
Heat Engineering
- LOUIS J. NARDONE** *Appointed 1955*
S.B. Northeastern University, 1948; M.S. Northeastern University, 1955; Assistant Professor of Research in Communications, Northeastern University.
Direct Current Theory, Semi-Conductors and Transistors
- JOHN J. NILAND** *Appointed 1950*
Lowell Institute, 1939; Engineering Administration Staff Assistant, Stone & Webster Engineering Corp.
Structural Analysis

- LOUIS NOVAK *Appointed 1952*
 Drawing and Painting Diploma, Massachusetts School of Art, 1926; B.S.E. Massachusetts School of Art, 1938; Instructor of Engineering Drawing, Wentworth Institute; Professional Artist.
Engineering Drawing
- JOHN R. O'BRIEN *Appointed 1946*
 A.B. Boston College, 1933; A.M. Boston College, 1934; Head of Mathematics Dept., English High School, Boston
Advanced Mathematics
- RALPH W. O'ROURKE *Appointed 1953*
 B.S.E. Fitchburg State Teachers College, 1936; M.S. University of Massachusetts, 1938; Instructor in Engineering Drawing and Industrial Management, Apprentice School, Boston Naval Shipyard.
Engineering Drawing
- ANDREW G. OSTERBERG *Appointed 1950*
 A.M.E. Lincoln Technical Institute, 1949; Chief Engineer, Tileston & Hollingsworth Co.
Mechanical Engineering Laboratory
- JOHN N. OSTIS *Appointed 1955*
 A.E. Lincoln Institute, 1953; B.B.A. Engineering & Management, Northeastern University, 1954; Staff Engineer, Lincoln Laboratory, Massachusetts Institute of Technology.
Electron Laboratory
- EDWARD D. OSTROFF *Appointed 1955*
 B.E.E. City College of New York, 1949; Development Engineer, Laboratory for Electronics, Inc.
Electron Tubes and Circuits I and II
- THOMAS J. OWENS *Appointed 1952*
 A.B. Boston College, 1943; Instructor in Mathematics, Quincy High School.
Pre-Engineering Mathematics, Engineering Mathematics
- WILLIAM H. PARMENTER *Appointed 1952*
 A.E. (Electronics) Lincoln Technical Institute, 1948; B.B.A. in E. & M. Northeastern University, 1952; Assistant Engineer, Sigma Instruments.
Advanced Electronic Laboratory
- WILLIAM C. PAXTON *Appointed 1945*
 B.C.E. Northeastern University, 1930; Director of Public Works, Framingham, Mass.
Transportation Engineering, Hydraulics
- KENNETH C. PERKINS *Appointed 1955*
 B.S. Northeastern University, 1951; M.S. Massachusetts Institute of Technology, 1953; Project Engineer, Tracerlab Inc.
Electrical Machinery
- THOMAS E. PHALEN, JR. *Appointed 1955*
 B.S. Northeastern University, 1953; M.S. Harvard University, 1954; Partner, C. J. D'Amato & Associates, Consulting Engineers.
Applied Mechanics
- ROBERT F. PIERCE *Appointed 1956*
 B.S. Northeastern University, 1947; Ed.M. Boston University, 1953; Chairman of Mathematics Department, Westwood High School.
Engineering Mathematics
- ARTHUR L. PIKE *Appointed 1956*
 B.S. Worcester Polytechnic Institute, 1948; S.M. Massachusetts Institute of Technology, 1952; E.E. Massachusetts Institute of Technology, 1953; Assistant Professor, Tufts University.
Electrical Measurements

- GERALD PUTNAM** *Appointed 1947*
S.B. Massachusetts Institute of Technology, 1923; Assistant Professor, Massachusetts Institute of Technology.
Advanced Mathematics
- SIDNEY F. QUINT** *Appointed 1954*
S.B. Northeastern University, 1946; S.M. Massachusetts Institute of Technology, 1950; Development Engineer, Raytheon Manufacturing Company.
Electron Tubes and Circuits I and II
- GERARD H. RATCLIFFE** *Appointed 1955*
A.B. Boston University, 1949; Senior Engineer, Sylvania Electric Products, Inc.
Advanced Electronic Laboratory
- RICHARD S. RICE** *Appointed 1951*
S.B. Thayer School of Civil Engineering, Dartmouth College, 1943; M.S. Massachusetts Institute of Technology, 1947; Structural Engineer, Jackson & Moreland, Engineers.
Concrete Design
- EDWARD L. RICH** *Appointed 1956*
B.S. Northeastern University, 1952; M.S. Northeastern University, 1956; Project Engineer, Lessels & Associates.
Heat Engineering
- GUSTAV ROOK** *Appointed 1941*
B.S. Northeastern University, 1939; Graduate Study, Harvard and Northeastern Universities; Associate Professor in Drawing, Northeastern University.
Machine Drawing
Chairman of Department of Machine Drawing
- DAVID E. ROSENGARD** *Appointed 1946*
A.B. Harvard College, 1931; A.M. Harvard University, 1932; Head of Mathematics Department, Roxbury Memorial High School (Boys).
Advanced Mathematics
- RALPH L. ROYLE** *Appointed 1956*
Lowell Institute, 1952; Engineer, Instrumentation Laboratory, Massachusetts Institute of Technology.
Engineering Drawing
- BARNET RUDMAN** *Appointed 1942*
A.B. Harvard University, 1921; Ed.M. Boston Teachers College, 1934; Lecturer in Mathematics, Northeastern University.
Engineering Mathematics
- RICHARD M. RUSH** *Appointed 1956*
S.B. United States Naval Academy, 1918; M.S. Massachusetts Institute of Technology, 1922; Assistant Professor of Physics, Northeastern University.
Physics
- WALTER E. SAMPSON** *Appointed 1956*
S.B. Northeastern University, 1954; Assistant Engineer, Massachusetts Land Court.
Surveying
- ALBERT E. SANDERSON** *Appointed 1936*
B.C.E. Northeastern University, 1926; B.S. Northeastern University, 1940; M.S. Harvard University, 1944; Associate Professor of Drawing, Northeastern University.
Structural Design
- FRANK W. SARNOW, JR.** *Appointed 1948*
B.S. Northeastern University, 1939; Supervisory Construction Engineer, Watertown Arsenal.
Engineering Drawing

RICHARD L. SAVAGE*Appointed 1955*

B.S. University of Maine, 1950; M.S. Northeastern University, 1955; Assistant Professor of Civil Engineering, Tufts University; Consulting Engineer, Clarkeson Engineering Co., Inc.

Applied Mechanics

CHARLES F. SEAVERN*Appointed 1941*

Harvard University, 1915-17; Associate in Engineering, Lincoln Institute, 1944; Graduate work in Education, Boston University, 1945-47; Assistant Professor of Drawing, Northeastern University.

Engineering Drawing

HAROLD M. SHARAF*Appointed 1955*

B.S., M.S. Massachusetts Institute of Technology, 1952; Development Engineer, Laboratory for Electronics, Inc.

Communication Engineering I and II

JOSEPH SIMONS*Appointed 1956*

B.S. Boston University, 1950; M.Ed. Boston University, 1953; Supervisor of Apprentice Training, Boston Naval Shipyard.

Engineering Mathematics

ERNEST L. SPENCER*Appointed 1941*

B.S. Northeastern University, 1936; M.S. Harvard University, 1943; Associate Professor of Civil Engineering, Northeastern University.

Concrete Design

Chairman of the Department of Civil Engineering

S. LEONARD SPITZ*Appointed 1955*

B.S. Northeastern University, 1946; Development Engineer, Gillette Safety Razor Co.

Heat Engineering

FREDERICK ARLINGTON STEARNS*Appointed 1921*

B.S. 1917, M.S. 1934, Massachusetts Institute of Technology; Professor of Mechanical Engineering, Northeastern University.

Heat Engineering

Chairman of the Department of Mechanical Engineering

CARL L. SWAN*Appointed 1955*

General Electric Co. School, 1916; Administrative Assistant, Newton High School; Teacher of Engineering Drawing and Descriptive Geometry in Newton Junior College.

Engineering Drawing

DANIEL V. SYLVIA*Appointed 1955*

B.S. Massachusetts Institute of Technology, 1952; Mechanical Engineer, Technical Staff, Hycon Eastern, Inc.

Engineering Drawing

MAURICE TEMPLE*Appointed 1956*

S.B. Northeastern University, 1947; M.Ed. Boston Teachers College, 1952; Senior Instructor in Science, Boston Trade High School.

Pre-Engineering Mathematics, Engineering Mathematics

JOHN F. TWIGG*Appointed 1951*

B.S. U. S. Naval Academy, 1943; M.A. Boston University, 1950; Assistant Professor of Engineering Graphics, Massachusetts Institute of Technology.

Advanced Mathematics

ARTHUR M. VUILLEUMIER*Appointed 1953*

Instructor in Electronics, Massachusetts Trades School; Project Engineer, L. M. Herman Company, RCA Sound Division Section.

Electron Laboratory

- RICHARD WADLER** *Appointed 1953*
A.M.E. Lincoln Technical Institute, 1947; Mechanical Engineer, Raytheon Manufacturing Company.
Machine Design
- THOMAS H. WALLACE** *Appointed 1941*
S.B. Boston University, 1933; M.A. Harvard Graduate School, 1936; Ph.D. Boston University, 1939; Associate Professor of Physics, Northeastern University.
Physics
Chairman of the Department of Physics
- WILLIAM WALLACE** *Appointed 1945*
S.B. Northeastern University, 1941; A.M. Boston University, 1949; Associate Professor of Mathematics, Northeastern University.
Advanced Mathematics
- JOHN E. WALSH** *Appointed 1947*
A.B. St. Michael's College, 1938; A.M. Boston University, 1940; Group Leader, Raytheon Manufacturing Company
Engineering Mathematics
- JOHN L. WARNER** *Appointed 1948*
B.S. Tufts College, 1942; M.S. Harvard University, 1950; Associate Professor of Electrical Engineering, Tufts University.
Transmission Line Theory, Electronics for Industry
- DOUGLAS M. WARSCHAUER** *Appointed 1954*
B.A. Drew University, 1946; Ph.D. University of Pennsylvania, 1952; Staff Member, Division of Defense Laboratories, Massachusetts Institute of Technology.
Electronic Physics, Semi-Conductors and Transistors
- CHARLES I. WATERMAN** *Appointed 1956*
B.S.E.E. Northeastern University, 1947; M.S.E.E. Harvard University Graduate School of Engineering, 1948; Design Engineer, General Electric Company.
Direct and Alternating-Current Theory
- MORTON D. WEINERT** *Appointed 1955*
A.B. Harvard University, 1938; Ed.M. Boston Teachers College, 1939; Mathematics Master, Boston Latin School.
Engineering Mathematics
- GEORGE B. WELCH** *Appointed 1946*
B.S. Bowdoin College, 1922; Ph.D. Cornell University, 1928; Associate Professor of Physics, Northeastern University.
Electronic Physics, Semi-Conductors and Transistors
- RALPH A. WELLINGS** *Appointed 1955*
B.S. Boston College, 1955; Mathematics Master, Boston Public Schools.
Engineering Mathematics
- RALPH E. WELLINGS** *Appointed 1944*
A.B. Boston College, 1920; A.M. Boston College, 1925; Ed.M. Boston Teachers College, 1930; Head of Science Department, Brighton High School.
General Chemistry, Physics
- KARL H. WEST, JR.** *Appointed 1956*
B.S.E.E. Northeastern University, 1950; M.Ed. Boston Teachers College, 1951; Instructor in Mathematics, Needham High School.
Pre-Engineering Mathematics, Engineering Mathematics
- GERSHON J. WHEELER** *Appointed 1955*
A.B. Harvard College, 1933; Microwave Specialist, Raytheon Manufacturing Co.
Engineering Mathematics

- ROBERT S. WHITE *Appointed 1946*
S.B. Tufts College, 1945; M.S. Northeastern University, 1955; Senior Design Engineer, Hood Rubber Company.
Mechanical Engineering Laboratory
- ALBERT G. WILSON, JR. *Appointed 1948*
B.S. in Civil Engineering, Thayer School, Dartmouth, 1946; M.S. Case Institute of Technology, 1948; Project Engineer, Metcalf and Eddy.
Applied Mechanics
- FRED M. WOOD *Appointed 1956*
B.S.E.E. Tufts University, 1952; Instructor, Engineering Graphics, Tufts University; Consulting Engineer, Western Electric Company.
Mechanism
- ROBERT D. WRIGHT *Appointed 1955*
A.E. Lincoln Institute, 1955; Graduate Study, Northeastern University; Electrical Engineer, Laboratory for Electronics, Inc.
Advanced Electronic Laboratory
- ALVIN J. YORRA *Appointed 1956*
B.S.C.E. Northeastern University, 1954; M.S.C.E. Massachusetts Institute of Technology, 1956; Instructor of Mechanical Engineering, Northeastern University.
Mechanical Engineering Laboratory
- JOSEPH W. ZELLER *Appointed 1950*
B.S. 1908, M.E. 1938, Tufts College; Professor Emeritus of Mechanical Engineering, Northeastern University.
Machine Design

NORTHEASTERN UNIVERSITY

AIMS AND SCOPE OF THE UNIVERSITY

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) an Executive Committee which has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Committee on Development which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University, from its beginning, has had as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

The following is a brief outline of the principal types of educational opportunities offered by the University.

In the Field of Liberal Arts —

The College of Liberal Arts offers majors in the usual fields of the arts and sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. With the exception of pre-professional programs, day curricula are normally five years in length and operated on the Co-operative Plan. However, in all majors except Chemistry and Physics, qualified students, with the approval of the Dean, may elect to complete the requirements for the degree on a full-time plan in four years.

The College of Liberal Arts offers certain of its courses during

evening hours, constituting a program of three years' duration equivalent in hours to one-half the requirements for the A.B. or S.B. degree. The degree of Associate in Arts is conferred upon those who complete this program. A complete A.B. program is also offered in the evening division with curricula in Economics, History and Government, and Sociology.

In the Field of Education —

The College of Education offers the option of study on the conventional four-year full-time plan or on the five-year Co-operative Plan. Both programs lead to the degree of Bachelor of Science in Education. These are designed particularly to meet the needs of high school graduates who desire to prepare themselves for teaching and administrative positions in elementary and secondary schools.

During late afternoons, evenings, and Saturday mornings, the College of Education also sponsors graduate courses for teachers in service and leading to the degree of Master of Education.

In the Field of Business —

The College of Business Administration offers five-year co-operative curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management leading to the degree of Bachelor of Science in Business Administration. Four-year conventional programs not involving co-operative work, leading to the same degree, are also available for veterans.

The School of Business — operated during evening hours — offers undergraduate curricula leading to the degree of Bachelor of Business Administration in Accounting, Management, Law and Business, Engineering and Management, Liberal Arts and Business. For students who because of occupational reasons desire shorter programs concentrating in specific areas, Institutes awarding the certificate are offered in Credit and Financial Management, Insurance, Labor Relations, Municipal Management, Office Management, Production Management, Quality Control, Real Estate, Retailing, Taxes, Traffic and Transportation, World Trade, and for Business and Professional Secretaries.

The Graduate Division of the School of Business provides an evening program of graduate study leading to the degree of Master of Business Administration.

In the Field of Engineering —

The College of Engineering offers five-year co-operative curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering leading to the degree of Bachelor of Science with specification according to the department in which the student qualifies.

The College of Engineering also offers during evening hours graduate programs of instruction leading to the degree of Master of Science in certain fields in Civil, Mechanical, and Electrical Engineering, in Mathematics-Physics, and in Chemistry. These curricula are designed to provide engineering graduates opportunities for further professional development.

The Lincoln Institute offers during evening hours programs leading to the degrees of Associate in Chemistry, Associate in Science, and Associate in Engineering in Civil, Mechanical, Electrical, Electronic, and Industrial Engineering.

BUILDINGS AND FACILITIES

University Buildings

LOCATION

Northeastern University is located on Huntington Avenue, Boston, opposite the historic Boston Opera House. The main administrative offices of the University are located in Richards Hall.

The chief railroad centers of Boston are the North and South Stations. To reach the University from the North Station, board an MTA subway car going to Park Street and transfer there to any Huntington Avenue car. To reach the University from South Station, board a Cambridge-bound subway train and transfer at Park Street to a Huntington Avenue car. The "Northeastern" station is the first stop outside the subway.

HUNTINGTON AVENUE CAMPUS

The principal educational buildings of Northeastern University are located on a sixteen-acre site in the Back Bay section of Boston. Only one block to the west of the University lie the famous Boston Museum of Fine Arts and the beautiful public gardens-park reservation known as "The Fenway."

Following a long-range development plan, University facilities have expanded substantially in recent years. In addition to the six

buildings constructed within the last two decades, several modernized older buildings are available for specialized uses. The newer buildings on the campus are interconnected by means of tunnels, so that the students may go from building to building without going out of doors in inclement weather.

With the completion of the \$1,500,000 Classroom-Laboratory building in 1956, the University facilities include the following:

Botolph Building — Department of Civil Engineering, laboratories, and classrooms.

Forsyth Building — Department of Industrial Engineering, classrooms.

Greenleaf Building — ROTC offices, Maintenance department, and research facilities.

Library Building — Library, instructional department offices, classrooms.

Science Hall — Chemical Engineering, Biology laboratories, instructional department offices, and classrooms.

Student Center Building — Student Activities office, Health department, auditorium, cafeteria, and classrooms.

Richards Hall — Administrative offices, instructional department offices, Mechanical Engineering, Physics, Psychology and Chemistry laboratories, and classrooms.

Physical Education Center — Gymnasium, cage, rifle range.

Classroom-Laboratory Building — Electrical Engineering, Evening Division offices, instructional department offices and classrooms.

GENERAL INFORMATION

STUDENT BODY

THE STUDENTS of the Lincoln Institute represent men and women of earnest purpose and firm endeavor who bring to bear on their work a thoroughness which promises future success. Their ages last year ranged from seventeen to fifty-two, the average age being twenty-six years. Almost all the students are engaged in work during the day and many different occupations have their representatives in the student body, a fact which demonstrates that the Institute can be of service to men in many walks of life. Some students are preparing to enter engineering work; many are already engaged in engineering work and are studying to prepare themselves for increased responsibility and rewards.

TRANSPORTATION

THE RAILROAD SYSTEMS entering Boston issue students' tickets to students under twenty-one years of age. Veterans regardless of age are eligible for reduced rates on most of the railroads. Applications for these may be obtained at a railroad office and must be presented at the school office for signature.

The Administrative Office will do everything possible to make share-the-ride arrangements among members of the student body to accommodate those who have transportation problems.

LIBRARY AND STUDY AREAS

THE UNIVERSITY LIBRARY is well equipped in technical literature and is available for use of students of the Institute. The reading rooms are open from 9:00 A.M. to 7:30 P.M. on weekdays, and from 9:00 A.M. to 12:00 NOON on Saturdays. The privilege of obtaining books from the Boston Public Library is extended to students of the Institute. Applications for this privilege should be made at the Administrative Office of the Institute where the necessary blanks may be obtained.

Adequate study areas are available in the Library and Student Center Building for student use.

TEXTBOOKS AND SUPPLIES

THE UNIVERSITY BOOKSTORE is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the Institute may be purchased at the Bookstore which is located in the basement of Richards Hall.

PLACEMENT SERVICE

It is the policy of the Institute to serve the students whenever possible by placing them in those positions which promise attractive opportunities for development and advancement. The Institute cannot guarantee to place its students, but it does endeavor to keep in close touch with those who desire placement service and to assist them in obtaining satisfactory advancements in positions and income. No charge is made for placement service. Those needing this assistance should arrange an appointment with the Director of Placement.

VISITORS

Visitors are always welcome at one class session in any department. Those who wish to visit any of the classes should call at the school office and obtain a visitor's card signed by the Dean.

DEAN'S LIST

A Dean's List, issued at the end of each school year, contains the names of all students who have, while carrying a full program (three subjects), attained a scholastic grade of 85%, or better, in each subject.

AWARDS FOR SCHOLASTIC ACHIEVEMENTS

For the school year 1957-58 the Executive Council has offered the following scholarships. To the highest ranking Sub-Freshman, Division A and B Freshman, Sophomore and Junior who returns for the following school year a one-half scholarship of \$120.00. To the second highest ranking Sub-Freshman, Division A and B Freshman, Sophomore and Junior who returns for the following school year a one-quarter scholarship of \$60.00. These scholarships will be awarded only to students pursuing a full program for the Degree of Associate in Engineering.

The winners of these scholarships for the past school year were:

<i>Sub-Freshman</i>	<i>First,</i> ROBERT E. BROWN
	<i>Second,</i> RODERICK B. SPURR
<i>Freshman</i>	
Division A	<i>First,</i> STANLEY E. WHITE
	<i>Second,</i> EDWARD KRAMER
Division B	<i>First,</i> DAVID L. GILCHRIST
	<i>Second,</i> RICHARD M. HADDAD
<i>Sophomore</i>	<i>First,</i> WARREN C. JENKINS
	<i>Second,</i> OSCAR PELLEGRIN
<i>Junior</i>	<i>First,</i> HERMAN P. NOWAK
	<i>Tied for Second,</i> ROBERT G. DESPATHY
	LEON TRITTER

REQUIREMENTS FOR ADMISSION

REGULAR STUDENTS

Applicants for admission who present evidence of completion of an approved secondary school course, or the equivalent of fifteen units (including one unit in Algebra and one in Plane Geometry), may be admitted as regular students, candidates for the Degree of Associate in Engineering or Associate in Science and also eligible to proceed later, if they so desire, to the Degree of Bachelor of Business Administration in Engineering and Management offered by Northeastern University Evening School of Business.

CONDITIONED STUDENTS

Applicants for admission who do not meet the full requirements for admission as regular students may, at the discretion of the Committee on Admission, be admitted as conditioned students provided such secondary school work as has been completed embraces one unit of Algebra and one unit of Plane Geometry.

A conditioned student whose scholarship is satisfactory but who has not removed his conditions within the time specified by the Committee on Admission may be permitted to continue with his program of studies, but on the completion of the chosen four-year curriculum he will receive a diploma indicating the completion of the program, but not carrying the award of the Degree of Associate in Engineering or Associate in Science.

SPECIAL STUDENTS

Students who wish to register for a special program or for single courses will be admitted as special students, not candidates for the Degree, provided their previous education and training are the equivalent of the prerequisite requirements for the courses in which they wish to enroll.

Programs are planned to meet individual needs and should prove of benefit to those who wish rapid and immediate knowledge of certain fields, whether to supplement former training or to obtain preparation which will permit them to enter a new line of endeavor.

CLASSIFICATION OF STUDENTS

Students are admitted to Lincoln Institute in September, January or June. Applicants admitted without entrance deficiencies may complete the requirements for the Associate Degree in four academic years by attending three evenings per week.

All applicants admitted to the freshman class as degree candidates are required to take the Mathematics Placement Test which is given on the following dates:

May 27, 1957 — for June (*Summer Term*) students

September 9, 1957 — for September (*Division A*) students

January 20, 1958 — for January (*Division B*) students

Those who demonstrate satisfactory proficiency in the test will proceed directly with the prescribed courses for the first year.

Inasmuch as success in the study of engineering is based upon a proficiency in Mathematics, those who receive a low score in the Placement Test (either because of inadequate preparatory courses or because of the length of time elapsed since graduation from secondary school) are classified as "Pre-Engineering Students" and must enroll for and satisfactorily complete a special comprehensive one-term course in Pre-Engineering Mathematics. Upon satisfactory completion of this course they are reclassified as degree candidates.

DIVISION A STUDENTS

Students starting in September who demonstrate satisfactory proficiency in the Mathematics Placement Test may, by attendance on three evenings per week, complete the prescribed courses for the freshman year in May. They may, however, elect a lighter scholastic load, thereby extending their programs of study.

Summer courses are not necessary for Division A students carrying the normal course load. However, those enrolled as candidates for the degree of Bachelor of Business Administration in Engineering and Management may find it advantageous to complete certain of their management courses during the summer terms.

DIVISION B STUDENTS

Students starting in January and demonstrating satisfactory achievement in the Mathematics Placement Test may complete two of the three freshman year courses by attending three evenings per week from January to the middle of July. Those enrolled as

degree candidates in the B.B.A. in Engineering and Management curriculum may enroll for management courses in the second half of the summer term.

PRE-ENGINEERING STUDENTS

Students who demonstrate in the Mathematics Placement Test a need for review in Mathematics are classified as Pre-Engineering Students and must enroll for the course Pre-Engineering Mathematics. This course, consisting of Algebra and Plane Geometry, is available in each of the three terms starting in September, January or June.

During the Fall and Spring Terms the course meets on Tuesday and Friday evenings from 7:00-9:30 P.M. In the Summer Term it meets three evenings a week for the first five weeks and two evenings a week for the next eight weeks.

Students enrolling for Pre-Engineering Mathematics in September may also concurrently enroll in the course Engineering Drawing. Satisfactory completion of Pre-Engineering Mathematics would then permit them to enroll in January for the regular Engineering Mathematics course. By taking Physics in the Summer Term they would then be ready to start the Sophomore year in September. However, attendance during the summer is not obligatory.

Students enrolled for Pre-Engineering Mathematics in the January and Summer Terms can complete but this one course. This, however, will qualify them to continue in September as degree candidates in the full freshman program.

ADMINISTRATIVE REGULATIONS

APPLICATIONS FOR ADMISSION

Applications for admission should be filed as early as possible in order that the necessary investigations may be made and the status of each student definitely determined before the opening day.

STUDENTS ADMITTED WITH ADVANCED STANDING

Advanced Standing Credit may be granted for work completed in other approved colleges or institutions provided the courses taken were equivalent to those offered by the Lincoln Institute. It will be necessary for the applicant to obtain an official transcript of record together with a catalogue and present them to the Dean before any action can be taken.

REGISTRATION

Each student is required to present himself at the school office, and to have his course approved by the Dean or his assistants and to complete his registration.

Students should avoid late registrations since no one is permitted to join a class after the second session. *No deduction from tuition fees is made because of late enrollment.*

THE SCHOOL YEAR

The school year is divided into two semesters of seventeen weeks each. The first semester extends from September 16 to January 25, and the second semester from January 27 to May 24. The summer term extends from June 3 to August 29, 1957.

SESSIONS

Classes meet on weekday evenings. There are no classes on Saturdays. A full schedule will include three evenings a week. All classes meet from 7 to 9:30 P.M. except Chemistry Laboratory classes which meet from 6:30 to 9:30 P.M.

ATTENDANCE REQUIREMENTS

A careful record of attendance upon class exercises is kept for each student. Absence from regularly scheduled classes on any subject will seriously affect the standing of the student. It may cause the removal of certain subjects from his schedule and the listing of these as "conditioned subjects." However, if reasonable excuse for absence be presented, the student may be allowed to make up the time lost, and be given credit for the work; but he must complete the work at such time and in such manner as his instructor in the course shall designate. Students who are absent for four consecutive sessions are automatically withdrawn from the class rolls and may not be admitted to class until they have been reinstated by the Dean.

A minimum attendance record of 75 per cent must be maintained in all classes before a student will be admitted to examination.

Students who are unavoidably absent from class may receive the homework assignments by telephoning the school office.

TRANSFERS

Students are not permitted to change from one course to another without first consulting the Dean and receiving a Transfer Order signed by him.

EXAMINATIONS AND QUIZZES

Tests are held throughout the term at the discretion of the instructors. A test which is missed can be made up only upon petition at the school office, either in person or by telephone, and a fee of \$1.50 will be charged for each test made up. Petitions must be filed not later than the first Saturday of the month following the absence. Make-up tests will be given on the second Saturday of each month at 1:30 P.M., in a designated room in Richards Hall. Any student who does not take the test in the month following the absence will lose this make-up privilege. Final examinations are required upon the completion of all courses.

GRADING SYSTEM

The following system of grading is used:

- A — 90 to 100 — Excellent
- B — 80 to 89 — Good
- C — 70 to 79 — Fair

D — 60 to 69 —	Lowest Passing Grade
F — 50 to 59 —	Conditioned Failure
FF — Below 50 —	Complete Failure

It is to be noted that no student will be permitted to graduate who does not maintain a 70% average and that students who have not maintained such an average by the end of the Sophomore year may not be permitted to continue in the Institute.

A student receiving "F" as a course grade may take one special examination. If he fails in that, he must repeat the course.

A student marked "FF" must repeat the course.

It is to be noted that a student whose grade is "F" must petition for re-examination. Permission to take a special examination is a privilege, not a right, and is dependent upon the quality of work the student has done throughout the course. The fee for each special examination is \$3.

REPORTS OF STANDING

An informal report of the student's standing is issued at the end of the seventeenth week; and the formal report, covering the year's record, is issued at the close of each year.

Grades and reports are mailed to the students and will not be given out at the school office. Under no circumstances will grades be given over the telephone.

In the case of students who are under twenty-one years of age, reports may be sent to parents in the event of unsatisfactory work on the part of the student, non-compliance with administrative regulations, continued absence, and withdrawal. Parents of minors may obtain reports at any time on request.

GRADUATION REQUIREMENTS

Students may register for single subjects or for complete courses provided such registration meets with the approval of the Dean; but to receive the Degree of Associate in Engineering or Associate in Science, the student must fulfill the following conditions:

- a. He must complete all the courses of his particular curriculum, either by attendance at this Institute, or by receiving advanced standing credit for those courses, or the equivalent of those courses, as determined by the Dean.

- b. He must pass such final examinations as are required in the courses he has pursued. The various curricula have been arranged so that the courses can be completed in four years. However, an extension of time will be granted to those who wish to take longer to meet the requirements for graduation.
- c. Regardless of the advanced standing credit he receives, he must have been in attendance for at least a year preceding the date on which he expects to graduate; that is, he must complete at least one full year's work in the Lincoln Institute.
- d. He must achieve a scholastic average of at least 70% in the courses taken in the Institute. Courses for which a student has been awarded Advanced Standing Credit will not be counted in determining a student's scholastic average.

METHODS OF INSTRUCTION

Instruction is given by means of lectures, recitations, laboratory work and practical work in the drawing rooms. Great value is set upon the educational effect of these exercises, which constitute the foundation of each of the courses. Oral and written examinations are held at the discretion of the instructors.

The attention of every student is drawn to the fact that home assignments must be dutifully done and written work submitted as assigned if the student's grade is not to be seriously affected. Willful disregard of this matter will result in disciplinary action by the Administrative Officers.

SUBJECTS OF INSTRUCTION

On pages 53 to 66 will be found a detailed statement of the scope of the subjects offered in the various courses. The subjects are numbered for convenience of reference in consulting the various curriculum schedules.

Required courses, and those prerequisite thereto, must have been successfully pursued before any advanced course may be taken.

TUITION AND OTHER FEES

MATRICULATION FEE

A matriculation fee of \$5.00 must accompany the initial application for admission to the Institute. This fee is not refundable.

TUITION

Tuition fees are based on a charge of \$16.00 a semester hour. The student may determine his cost for tuition by consulting the Programs of Instruction shown on pages 40 to 45 where the semester hour credit for each course is indicated.

The tuition fee for a course meeting $2\frac{1}{2}$ hours per week is, therefore, \$40.00 per semester or \$80.00 a year. Chemistry Laboratories which meet 3 hours per week carry a fee of \$40.00 per semester or \$80.00 per year. The charge for the Pre-Engineering Mathematics course is \$80.00.

Tuition is charged on a semester basis payable at the beginning of each semester. As a convenience, however, and unless otherwise requested, the tuition for a student carrying a full program is payable in installments as indicated below.

<i>Payment Number</i>	<i>Summer Term</i>	<i>First Semester</i>	<i>Second Semester</i>
1st	June 3	Sept. 16	Jan. 27
2nd	July 15	Nov. 11	March 24

LATE PAYMENT FEE

Payments are due by Saturday of the week indicated above. If payment is not made, or a deferred payment agreement arranged, by that date, a late fee of \$2.00 is charged.

DEFERRED PAYMENT PRIVILEGE

Occasionally situations develop—usually beyond the control of the student—which make it difficult to meet the payments in the manner outlined above. Under such circumstances the student is advised to discuss his problem personally with the Student Accounts Office where a convenient deferred payment agreement can be worked out. A service fee of \$2.00 is charged for this privilege.

LATE REGISTRATION FEE

Students are urged to register well in advance of the official opening of the semester, since any student who registers after Saturday of the opening week of the School term is charged a Late Registration Fee of \$5.00.

CHEMISTRY FEE

All students taking Chemistry are charged a Chemistry laboratory deposit of \$15.00, payable in September. Those students taking Organic Chemistry are required to make an additional deposit of \$10.00 at the beginning of the second semester.

The unused portion of the deposit will be refunded after deductions are made for breakages, chemicals, supplies and non-returnables.

SPECIAL EXAMINATION FEES

The fee for each special examination for conditioned students, or for students who have for justifiable cause omitted to take the regular scheduled mid-year or final examinations is \$3. The fee must be paid before the examination is taken.

The fee for each special test or quiz missed during the month is \$1.50 which must be paid before the test is taken.

BOOKS AND SUPPLIES

Students purchase their own textbooks and work materials. The cost varies according to the subject for which the student is enrolled. The average cost for a normal program of three subjects is about \$22.00. Textbooks for a single course range from \$4.00 to \$15.00.

Students taking Engineering Drawing should be prepared to expend a sum of approximately \$15.00 for drawing supplies and \$22.00 for a set of drawing instruments in addition to the textbooks which cost approximately \$9.50.

GRADUATION FEE

On completing the curricular requirements for the Degree of Associate in Engineering or Science, the student will pay a graduation fee of \$20.00. This fee must be paid by May 1 in the year of the student's graduation.

REFUND OF TUITION

Requests for refunds must be made at the time of filing the application for withdrawal at the school office. If the withdrawal notification is sent in by mail, the refund should be requested in the letter with reasons which necessitate the withdrawal. *No refunds will be granted to a student who voluntarily withdraws* or who has attended more than five weeks of the term for which payment has been made.

Refunds of tuition will be considered only in the following instances:

1. If, because of illness, a student is compelled to withdraw before the fifth week of the term, or
2. If a student who is regularly employed is sent out of town permanently by his employer, or
3. If the hours of employment of a student who is regularly employed are changed so as to make it impossible for him to continue in attendance, or
4. If a student is inducted into military service.

The Committee on Withdrawals will consider requests for tuition refunds only on the following bases:

1. That the application for withdrawal be made immediately after the student ceases attendance;
2. The request for refund is accompanied by an *acceptable* physician's certificate in the instance of illness, or by an *acceptable* employer's certification in the instance of a change in place or hours of employment;
3. Evidence of induction into military service.

For cases complying with the above, partial refunds on tuition for the semester may be allowed according to the following schedule:

Petition for Withdrawal Filed Within:	<i>Refund to Students in</i>	
	<i>Regular Term</i>	<i>Summer Term</i>
One week	80%	80%
Two weeks	80%	60%
Three weeks	60%	40%
Four weeks	40%	20%
Five weeks	20%	0%
Six weeks	0%	0%
After six weeks	0%	0%

The above does not include fixed or non-refundable fees for which there is no refund allowed.

The official "Application for Withdrawal" form may be obtained in the school office. All refunds are made through the Student Accounts Office of the University. The refund procedure in such cases takes from two to three weeks. A check is mailed directly to the student for any refund to which he is entitled.

LINCOLN INSTITUTE

The Lincoln Institute offers evening programs of study leading to the degree of Associate in Engineering in the major fields of Civil, Mechanical, Electrical, Electronic, and Industrial Engineering, and the degree of Associate in Science in the field of Chemistry.

The courses of study are of college grade and cover much of the technological subject matter customarily included in schools of engineering but the curricula are less extensive in scope than those required for the baccalaureate degree in engineering. They prepare students to work with professional engineers in various technical capacities.

Students normally attend on a schedule of three evenings a week for four years. In those cases where students are unable to carry all of the work prescribed in any year, the Dean will grant an extension and determine the order in which courses shall be taken to satisfy prerequisite requirements.

The credits earned in the Associate Degree programs can be used to satisfy the engineering requirements in the combined Engineering and Management curriculum leading to the Bachelor of Business Administration degree. This curriculum is offered in conjunction with the School of Business of Northeastern University.

CHEMISTRY

Leading to the Degree of Associate in Science

The Science of Chemistry has undergone a marked development in recent years. It has grown out of the discoveries of the chemical laboratories which have launched many new industries whose production processes involve chemical as well as physical change. The chemist is in demand and his aid is sought in the operation of plants producing drugs, oils, rayon and cellophane, plastics and various synthetic products resulting from intensive research during the war. The chemist may assist in the creation of more economical manufacturing processes, promote the development of manufacturing by-products, and be instrumental in the discovery of new products in the research laboratories.

In addition to the fundamental courses in chemistry, mathematics, and physics, a considerable amount of time is devoted to more advanced work in chemistry. Since the field is so varied, the curriculum has been designed to give the students a broad training rather than a specialized training in one specific industry.

Prerequisite: Satisfactory completion of the Mathematics Placement Test or the Pre-Engineering Mathematics Course.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra	2½	M2	Trigonometry	2½
*P1	Physics I	2½	P2	Physics II	2½
*D1	Engineering Drawing . . .	2½	D2	Engineering Drawing . . .	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry and Differential Calculus . .	2½	M4	Integral Calculus	2½
*Ch1	General Chemistry	2½	Ch2	General Chemistry	2½
*ChL1	General Chem. Lab.	3	ChL2	General Chem. Lab.	3
		8			8
THIRD YEAR					
*ME1	Applied Mechanics I	2½	ME2	Applied Mechanics II	2½
Ch3	Qualitative Chemistry . . .	2½	Ch4	Quantitative Chemistry . .	2½
ChL3	Qualitative Analysis Lab. .	3	ChL4	Quantitative Analysis Lab. .	3
		8			8
FOURTH YEAR					
*Ch7	Physical Chemistry	2½	Ch8	Physical Chemistry	2½
*Ch5	Organic Chemistry	2½	Ch6	Organic Chemistry	2½
*ChL5	Organic Chem. Lab.	3	ChL6	Organic Chem. Lab.	3
		8			8

* No credit allowed until completion of second semester.

CIVIL ENGINEERING**Leading to the Degree of Associate in Engineering**

The field of Civil Engineering has to do with the planning and building of all kinds of structures and public works. Today its major branches include topographical, municipal, railroad, highway, structural, hydraulic, and sanitary engineering. It covers land surveying, the building of railroads, soil mechanics, harbors, docks, the construction of sewers, water works, streets and highways, the design and construction of flood control projects, bridges, buildings, walls, foundations, and all fixed structures.

This curriculum is designed to offer the relatively compact body of principles upon which much of the work of Civil Engineering depends. It is intended to prepare young men to take up the work of design and construction of structures, to assist in solving the problems of water supply, and to undertake intelligently the supervision of work in allied fields of engineering and general contracting.

Prerequisite: Satisfactory completion of the Mathematics Placement Test or the Pre-Engineering Mathematics Course.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra	2½	M2	Trigonometry	2½
*D1	Engineering Drawing . . .	2½	D2	Engineering Drawing . . .	2½
*P1	Physics I	2½	P2	Physics II	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry and Differential Calculus . .	2½	M4	Integral Calculus	2½
*ME1	Applied Mechanics I . . .	2½	ME2	Applied Mechanics II . . .	2½
CE1	Surveying I	2½	CE2	Surveying II	2½
		7½			7½
THIRD YEAR					
*ME3	Strength of Materials I . .	2½	ME4	Strength of Materials II .	2½
CE3	Transportation Engineer- ing	2½	CE4	Hydraulics	2½
*CD1	Structural Drawing I . . .	2½	CD2	Structural Drawing II . . .	2½
		7½			7½
FOURTH YEAR					
*CE5	Structural Analysis I . . .	2½	CE6	Structural Analysis II . . .	2½
*CE7	Concrete Design I	2½	CE8	Concrete Design II	2½
†CE9	Structural Design I	2½	†CE10	Structural Design II	2½
†CE11	Water Supply	2½	†CE12	Sewerage and Sewage Disposal	2½
		7½			7½

* Credit not allowed until completion of second semester.

† Students elect one of these two courses.

ELECTRICAL ENGINEERING

Leading to the Degree of Associate in Engineering

The Electrical Engineering profession affords a wide diversification of employment opportunities. The Electrical industry and the general field of Electrical Engineering are generally divided into two main branches, one having to do with electrical power and the other, electronics and communications. The power group deals principally with larger equipment and apparatus employing heavy currents; the communications group involves more delicate equipment with smaller current values. Electrical Engineering thus includes the generation, transmission and distribution of electrical energy for light and power purposes, the application of d-c and a-c machinery to industry, and the operation of all types of electrical equipment, including telephone, radio and electronic apparatus.

This course of study provides a good theoretical background with practical applications. Instruction is carefully planned and the time is divided among lecture, laboratory testing, homework and reports.

Prerequisite: Satisfactory completion of the Mathematics Placement Test or the Pre-Engineering Mathematics Course.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra	2½	M2	Trigonometry	2½
*D1	Engineering Drawing . . .	2½	D2	Engineering Drawing . . .	2½
*P1	Physics I	2½	P2	Physics II	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry and Differential Calculus . .	2½	M4	Integral Calculus	2½
EE1	D-c Theory	2½	EE2	A-c Theory	2½
*ME1	Applied Mechanics I . . .	2½	ME2	Applied Mechanics II . . .	2½
		7½			7½
THIRD YEAR					
*ME3	Strength of Materials . . .	2½	ME4	Strength of Materials . . .	2½
EE3	D-c Machinery	2½	EE4	A-c Machinery	2½
EL1	D-c Machinery Lab. . . .	2½	EL2	A-c Machinery Lab. I . . .	2½
		7½			7½
FOURTH YEAR					
EE5	Electronics for Industry . .	2½	EE6	Transmission-Line Theory	2½
*ME5	Heat Engineering	2½	ME6	Heat Engineering	2½
EL3	A-c Machinery Lab. II . .	2½	EL4	Electronics for Industry Lab.	2½
		7½			7½

*No credit allowed until completion of second semester.

ELECTRONIC ENGINEERING

Leading to the Degree of Associate in Engineering

This course is designed to train students for the various branches of the field of Electronics. The new advancements in the fields of radio, television, radar and sonar created by the urgencies of war have opened up greater opportunities for intellectual pioneering in these fields of engineering than in other branches of the profession.

Since electron tubes and circuits function around the principles of Electricity, this subject is adequately treated in the second year of the course. After a thorough study of the various types of electron tubes and their basic circuits in the third year, the fourth year is devoted to the various important fields that the student may wish to enter, such as Industrial Electronics, Communications, Broadcast Stations, and the new fields of Frequency Modulation and Television.

The whole course is a good balance between theory and practice, and experiments involving electron tubes and their applications are used through the last three semesters of the course. Laboratory reports and homework problems are used to supplement the experiments and lectures so that the student will absorb the material in a thorough manner.

Prerequisite: Satisfactory completion of the Mathematics Placement Test or the Pre-Engineering Mathematics Course.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra.....	2½	M2	Trigonometry.....	2½
*D1	Engineering Drawing...	2½	D2	Engineering Drawing...	2½
*P1	Physics I.....	2½	P2	Physics II.....	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry and		M4	Integral Calculus.....	2½
	Differential Calculus..	2½	EE2	A-c Theory.....	2½
EE1	D-c Theory.....	2½	EE10	Semi-Conductors and	
P3	Electronic Physics.....	2½		Transistors.....	2½
		7½			7½
THIRD YEAR					
**EE13	Electron Tubes and		**EE14	Electron Tubes and	
	Circuits I.....	5		Circuits II.....	5
EE11	Electrical Measurements.	2½	EL10	Electronic Lab.....	2½
		7½			7½
FOURTH YEAR					
**EE15	Communication		**EE16	Communication	
	Engineering I.....	5		Engineering II.....	5
EL11	Advanced Electronic		EL12	Advanced Electronic	
	Lab. I.....	2½		Lab. II.....	2½
		7½			7½

*No credit allowed until completion of second semester.

**Two nights per week.

INDUSTRIAL ENGINEERING

Leading to the Degree of Associate in Engineering

The competition of modern industry requires every economy of time in man and machine hours to produce the maximum output at the minimum cost. The technological developments in process will mean creating increasing demand for those trained in engineering and in the fundamentals of industrial management in the fields of methods engineering, time study, production planning and control, material handling, and the phases of industrial relations involved in the process of getting things done through people.

Prerequisite: Satisfactory completion of the Mathematics Placement Test or the Pre-Engineering Mathematics Course.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra.....	2½	M2	Trigonometry.....	2½
*D1	Engineering Drawing...	2½	D2	Engineering Drawing...	2½
*P1	Physics I.....	2½	P2	Physics II.....	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry and Differential Calculus..	2½	M4	Integral Calculus.....	2½
*ME1	Applied Mechanics.....	2½	ME2	Applied Mechanics.....	2½
†IE1	Materials of Production..	2½	IE2	Work Simplification....	2½
†IE5	Production Processes....	2½			
		7½			7½
THIRD YEAR					
*ME3	Strength of Materials....	2½	ME4	Strength of Materials....	2½
*MD1	Machine Drawing.....	2½	MD2	Machine Drawing.....	2½
IE3	Time Study.....	2½	IE4	Principles of Production Planning.....	2½
		7½			7½
FOURTH YEAR					
*ME9	Machine Design.....	2½	ME10	Machine Design.....	2½
*ME5	Heat Engineering.....	2½	ME6	Heat Engineering.....	2½
**	Engineering Elective....	2½		Engineering Elective....	2½
		7½			7½

*No credit allowed until completion of second semester.

**The electives available are Concrete Design, De-Ac Theory, General Chemistry Lecture, Hydraulics, Mechanism, Structural Analysis, Structural Drawing, and Surveying.

†Students elect one of these two courses.

MECHANICAL ENGINEERING

Leading to the Degree of Associate in Engineering

The field of mechanical engineering is concerned with the harnessing of our power resources by means of machinery to perform useful work. In contrast to civil engineering which deals primarily with static forces, mechanical engineering is more concerned with the mechanics of motion or kinetics. And because moving parts require constant care and adjustment, there is the task not only of designing and installing complicated machinery, but also of operating it efficiently after it has been installed.

Among the major branches of mechanical engineering are included power, production engineering, machine and machine-tool design, railway mechanical engineering, automotive engineering, aeronautical engineering, refrigerating engineering, air conditioning engineering, and the numerous mechanical problems related to modern industrial operation.

This program of study is designed to give the student considerable training in the principles of mechanical engineering and equip him for advancement in the many subdivisions of this branch of engineering.

Prerequisite: Satisfactory completion of the Mathematics Placement Test or the Pre-Engineering Mathematics Course.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra.....	2½	M2	Trigonometry.....	2½
*D1	Engineering Drawing...	2½	D2	Engineering Drawing...	2½
*P1	Physics I.....	2½	P2	Physics II.....	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry and Differential Calculus..	2½	M4	Integral Calculus.....	2½
*MD1	Machine Drawing.....	2½	MD2	Machine Drawing.....	2½
*ME1	Applied Mechanics.....	2½	ME2	Applied Mechanics.....	2½
		7½			7½
THIRD YEAR					
*ME3	Strength of Materials....	2½	ME4	Strength of Materials....	2½
ME7	Mechanism.....	2½	CE4	Hydraulics.....	2½
*ME5	Heat Engineering.....	2½	ME6	Heat Engineering.....	2½
		7½			7½
FOURTH YEAR					
*ME9	Machine Design.....	2½	ME10	Machine Design.....	2½
*ME11	Mechanical Engineering Laboratory.....	2½	ME12	Mechanical Engineering Laboratory.....	2½
**	Engineering Elective....	2½		Engineering Elective....	2½
		7½			7½

*No credit allowed until completion of second semester.

**The electives available are Concrete Design, Dc-Ac Theory, General Chemistry Lecture, Structural Analysis, Structural Drawing, Surveying.

ENGINEERING AND MANAGEMENT PROGRAM

Leading to the Degree of B.B.A. in Engineering and Management

The Engineering and Management curriculum combines the fundamental courses in one of the several areas of engineering with an integrated program in management, the humanities and the social sciences to provide a broad background of training for those who aspire to positions of managerial responsibility where technical knowledge is required.

The curriculum is offered by the School of Business in conjunction with the Lincoln Institute, one of the affiliated schools of Northeastern University. The engineering requirements may be earned by satisfactory completion of equivalent courses in an accredited engineering college. The management requirements of thirty (30) semester hours must be completed in the School of Business. Students having satisfactorily completed any of the required courses elsewhere will substitute other elective courses of equal credit.

The distribution of credits is as follows:

		<i>Semester Hours</i>
Engineering Courses (minimum required)		60
Engineering Electives		10
Management Courses — Required		
Financing Business Operations	5	
Law:		
Business Law I & II	5	
Law for Engineers	2½	
Managerial Accounting	5	17½
*Management Courses — Electives		
to be chosen from one of the options outlined below		12½ 30
Liberal Arts Required		
Economics	Government or History	Literature
English	Psychology or Sociology	Philosophy
		24
Total Semester Hours Required for Degree		124

*OPTIONS

	<i>Semester Hours</i>		<i>Semester Hours</i>
TECHNICAL SALES		PRODUCTION	
†Principles of Selling	2½	†Work Simplification I	2½
†Sales Management	2½	†Time Study I	2½
†Market Research	2½	†Prin. Production Planning	2½
†Distribution, Prin.	5	†Production Control	2½
Principles of Advertising	2½	Job Analysis	2½
Economic Geography	2½	Quality Control	2½
Foreign Trade	5	Materials Handling Fund.	5
		Plant Layout	2½
		†Production Processes	2½
		†Materials of Production	2½
ADMINISTRATIVE		PRE-GRADUATE PROGRAM	
Office Organization	2½	†Distribution, Prin.	2½
Credits	2½	†Labor-Management Relations	2½
Purchasing	2½	†Prin. Production Planning	2½
†Human Relations	5	†Production Control	2½
Government Controls	2½	†Statistics I & II	5
Management Small Business	2½	Financial Policy & Planning	5

*Courses other than those shown under the options may be taken upon approval of the Dean if they conform to the student's need.

†Recommended electives.

ENGINEERING LABORATORY EQUIPMENT

CIVIL ENGINEERING LABORATORIES

A considerable amount of demonstration equipment including many models is available for use in the study of structures, hydraulics, sanitary engineering, highways, concrete and soil mechanics.

Surveying

The Department of Civil Engineering is provided with a variety of excellent and up-to-date equipment for field work. The instruments have been chosen to make possible the working out of advanced as well as elementary field problems, and to acquaint the students with the principal makes and types of instruments in general use.

Hydraulics, Sanitary, and Bacteriological Engineering

These laboratories, located on the first floor of the Botolph Building, are equipped with demonstration measuring devices for use in connection with the courses in hydraulics.

Complete equipment is also provided for studies of water softening, filtration, coagulation, analysis of water and sewage by the photometer, and analysis of bacterial condition of water and sewage. Specialized equipment for advanced courses in sanitary research is also available.

Highway Materials

(Cement, Concrete, Soils, and Asphalt)

Located on the first floor of the Botolph Building, this modern, temperature-humidity-controlled laboratory is equipped for conducting all the routine tests on cement, aggregate and concrete. Considerable equipment is available for conducting research work.

Equipment is also available for conducting a major portion of the accepted tests on bituminous materials and aggregates as used in highway work as well as Marshall Stability Unit for bituminous concrete. Soil Mechanics equipment consists of a general soil sampler, wet-mechanical grain-size analysis, Tri-axial Test equipment, Permeability, OMC unit, CBR equipment, two Triaxial units and two Consolidation loading frames.

Aerial Photogrammetry

The apparatus in this laboratory may be used to instruct the students in the basic principles of photogrammetry, or may be used to instruct the students in the more technical phases of photogrammetry such as horizontal control, vertical control, stereoscopic plotting, mechanical triangulation, and the tri-metrogon method of plotting.

CHEMICAL LABORATORIES

For experiments and investigations in Chemistry there are available three laboratories with the following equipment:

Analytical Chemistry

The laboratory for Analytical Chemistry is fully equipped for giving instruction in the usual undergraduate courses. Each student is supplied with the necessary laboratory glassware, porcelain, and the standard pieces of hardware. Special equipment of all needed types is available.

This laboratory is equipped with high pressure steam, vacuum, and the facilities usually found in an analytical laboratory. The various instruments and other chemical equipment necessary for the examination, testing, and analysis of the raw materials, intermediate and final products of the various industries are at hand.

The electrical equipment includes a Kimley electro-analysis machine for the determination of copper, lead, nickel, and zinc; a Hevi-duty electric furnace for use in ignition and combustion work; and a Freas drying oven capable of adjustment for various temperatures. Power is available in a variety of d-c and a-c voltages.

An adjoining balance room is equipped with balances suitable for quantitative analytical work.

Inorganic Chemistry

In the locker assigned to each student for his individual use are the articles needed more or less continually by him as he does his experiments in the laboratory sessions. He has a liberal supply of glass, porcelain, metal and other articles. Additional pieces of apparatus are issued from the stockroom or otherwise made available for use in particular experiments where they are needed.

The laboratories are equipped with general facilities appropriate to this course, such as gas, electricity, cold and hot water, fume hoods.

Organic Chemistry

The needed equipment is available. There are individual lockers and apparatus, fume hoods for general use, and special equipment, as required.

Drying operations are carried out with the aid of a steam-heated drying chamber and electrically heated drying oven. Steam lines on the benches supply the steam for steam distillations, eliminating the necessity of individual steam generators.

ELECTRICAL ENGINEERING LABORATORIES

The Electrical Engineering laboratories are located in the Classroom-Laboratory Building. Four laboratories are included in this unit: Dynamo; Measurements; Industrial Electronics and Control; and Electronics, Communications, and High Frequency.

Dynamo

This laboratory is provided with both 60 cycle per second three-phase 230-volt alternating-current and 115-230 volt three-wire direct-current sources. The equipment includes more than sixty motors and generators of different types together with the necessary auxiliary equipment to operate and test them. The motors and generators have been selected so as to reduce as much as possible the risk from high voltage while making available to the students a representative range of commercial apparatus.

Electrical Measurements

The equipment here is of two distinct types: first, that planned primarily for teaching principles of measurement, and secondly, that which is used in teaching advanced standardizing methods as well as for calibrating instruments in other laboratories of the University. Briefly, this laboratory is equipped for practically any work in electrical measurements except for the absolute determinations carried on in national standardizing laboratories.

Industrial Electronics and Control Laboratory

This laboratory is designed to offer experiments in the application of electronic tubes and circuits to industry. In addition to basic electronic-control circuits, there are larger pieces of equipment, including the control of d-c generator voltage, d-c motor speed control, welding control, thyatron and ignitron rectifiers, electronic synchronization of a-c sources, and induction heating, as well as servomechanism devices.

Electronic, Communications, and High-Frequency Laboratory

This laboratory is equipped with apparatus to demonstrate and test the many ramifications of electronic equipment used in low, audio, radio-frequency and high-frequency circuits. Available are many electronic instruments, including vacuum-tube voltmeters, cathode-ray oscilloscopes, audio and radio-frequency oscillators, wave-analyzers, pulse-generators and equipment operating at radar frequencies, as well as many other types used in telephone, radio, and television communication circuits.

ELECTRONIC ENGINEERING LABORATORIES

The Electronics laboratories are located in the Forsyth Building and the Classroom-Laboratory Building.

Electron Tubes and Circuits

Equipment is available to study the operating of all types of electron tubes that are normally used, extending from diodes through to beam tubes, gas triodes, photocells, cathode ray tubes, transistors, and the various rectifier, amplifier and other basic circuits used with them, including vacuum tube voltmeters, impedance bridge, regulated power supplies, resistance coupled amplifiers, inverse feedback amplifiers, wide band oscilloscopes and audio generators.

Communication Engineering

Equipment available for this course includes crystal oscillators, audio and radio oscillators, radio frequency amplifiers, frequency doublers, plate and grid modulation units, modulation meters, radio frequency transmission lines, push-pull audio amplifiers, Q-meters, intermodulation meter and transistors. The frequency modulation apparatus includes balanced modulators, reactance modulators, phase modulators, discriminators, panoramic adapters, limiters, and networks. The RCA dynamic demonstrator, plus detector, and IF amplifier units are used for receiver experiments.

Apparatus for television includes sweep oscillators and amplifiers, synchronizing circuits, video amplifiers, delay lines, multi-vibrators, counters, clipping, shaping, and television receiving equipment. A complete rack of television test equipment is available. This includes a sweep generator, marker generator, wide band oscilloscope, master voltohmmyst, wave analyzer, etc.

To keep up with the expanding field of Electronics, both equipment and experiments are added and modified each year.

INDUSTRIAL ENGINEERING LABORATORY

The Industrial Engineering Laboratory is located in the Forsyth Building and is devoted exclusively to methods engineering and time study analysis. This laboratory is completely equipped with the latest facilities and tools used by industrial engineers. Besides the general equipment consisting of benches, tables, lathes, jigs, fixtures, and racks, the laboratory has an ample supply of time study boards, stop watches and timers for time study work. There is also available complete motion picture equipment and microchronometers for micromotion work.

Students in the Department of Industrial Engineering also share in the use of the Mechanical Engineering Laboratories.

MECHANICAL ENGINEERING LABORATORIES

The Mechanical Engineering Department has a well-equipped laboratory, containing a large variety of modern machines and occupying over 10,000 square feet of floor space in the basement of Richards Hall. Special areas have been set aside and equipped for oil testing, mechanics research, and similar purposes. Auxiliary equipment is, of course, available for making all the usual tests and measurements.

Steam Power

This equipment includes a wide variety of steam engines, turbines, pumps, heat exchangers, and measuring instruments.

Testing Materials and Heat Treatment

For tension, compression, bending, and shearing tests, the laboratory is equipped with a 300,000 lb. capacity Riehle, a 200,000 lb. and a 50,000 lb. capacity Olsen, as well as several smaller testing machines. For other tests the laboratory has torsional testing machines, impact testers, fatigue testers, hardness testers, extensometers, oil testing equipment, calorimeters, as well as instruments for measuring speed, vibration, temperatures, pressures and flow of fluids.

For heat treatment studies, electric furnaces and a gas-fired furnace are available. Equipment magnifying up to 2600 diameters is available for photographing crystalline structures, and the laboratory has polaroid equipment for photoelastic stress analysis.

Machine Shop

Adjoining the laboratory is a machine shop fully equipped with machine tools and welding equipment.

Internal Combustion, Aeronautics, and Miscellaneous

The internal combustion equipment includes a number of gas and oil, automobile, airplane, and Diesel engines. Most of these are set up for running experimental tests, but several are available for dismantling and demonstration purposes.

An open circuit Venturi type wind tunnel having a three-foot throat and capable of 120 miles per hour wind velocity is available for experimental and demonstration work in the measurement of air forces on model planes and other structures. The tunnel is equipped with three component hydraulic balances having variable degrees of sensitivity.

In addition to the above equipment, there is an oil-fired steam boiler, hot-air furnace, unit heater, air conditioning units, centrifugal fan and several weirs for measuring water flow.

Metallography tests with microscopes and photographic apparatus may be performed.

DESIGN AND DRAFTING ROOMS

The School possesses large, light, and well-equipped drawing rooms for the carrying on of the designing and drafting which form so important a part of engineering work. These rooms are supplied with individual drawing tables and stools. Drafting room blackboards are equipped with traveling straightedge devices which facilitate speed and accuracy in blackboard demonstrations.

PHYSICS DEPARTMENT

The Physics lecture room, which is located on the second floor of Richards Hall, is provided with motion picture facilities, a public address system, a projection galvanometer, and a demonstration table equipped with water, compressed air, exhaust and both a-c and d-c electrical outlets.

The equipment which is used for illustrating the fundamental principles of physics has been carefully selected and adapted especially for lecture demonstrations. The following is a partial list of the available apparatus that supplements the usual equipment for this purpose: Hartl optical disk; eight-foot slide rule; vacuum pumps; calorimeters; optical benches with associated equipment; large demonstration cathode-ray oscilloscope; spectroscopes; projection apparatus; Van de Graaff electrostatic generator; sound and wave apparatus.

DESCRIPTION OF COURSES

THE LINCOLN INSTITUTE reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

The Lincoln Institute further reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

Any changes which may be made from time to time pursuant to the above policy shall be applicable to all students in the school, college, or department concerned, including former students who may re-enroll.

CHEMISTRY

Ch 1-2 General Chemistry

This course will instruct in the fundamental ideas of matter and energy; properties of gases, liquids, and solids; molecular weights; theory of valence; classification of the elements; ionic reactions; chemistry of metals and non-metals; electrochemistry; the solution of all types of problems to illustrate practical applications; introduction to organic chemistry including industrial applications to petroleum, rubber, synthetic resins, plastics; chemotherapy; laboratory experiments demonstrating the principles discussed in class.

(Prerequisite, M 1-2, P 1-2)

5 semester hours credit

ChL 1-2 General Chemistry Laboratory

This course consists of a series of laboratory experiments operated in conformance with the lecture course in General Chemistry (Ch 1-2).

5 semester hours credit

Ch 3 Qualitative Chemistry

The object of this course is not only to give instruction in analytical procedure and technique, but also to give the student a knowledge of the application of the fundamental concepts of solutions to the laboratory work. A portion of the time is devoted to the formulation of numerical terms which are essential to the understanding of the mass action law, ionic equilibria, solubility product, hydrolysis, and redox constants.

(Prerequisite, Ch 1-2)

2½ semester hours credit

ChL 3 Qualitative Analysis Laboratory

This course applies the material covered in Ch 3 to actual problems. After some preliminary experiments, certain procedures are combined and the separations and identifications made on both known and unknown solutions. Finally, these are combined into a comprehensive system of

analysis which is applied to artificially prepared mixtures and industrial materials. Careful manipulations, thoroughness in observation, and accuracy in arriving at conclusions are expected of each student.

(Prerequisite, Ch L 1-2)

2½ semester hours credit

Ch 4 Quantitative Chemistry

It is the purpose of this course to give to the student a realization of the scientific development of quantitative methods. Each of the major operations such as weighing, measurement of volumes, titration, filtration, ignition, and combustion, is considered from the standpoint of the theoretical principles involved, and with due consideration of the manipulative technique necessary.

This is followed by the combination of these operations and their application to actual analysis, including a comprehensive study of volumetric methods and of the more elementary parts of gravimetric analysis.

As the correct calculation of analytical results is of no less importance than the actual procedures of analysis, a number of problems form a very important part of the course.

(Prerequisite, Ch 3)

2½ semester hours credit

ChL 4 Quantitative Analysis Laboratory

This is a laboratory course intended to illustrate by actual use the various analytical methods considered in Ch 4. After certain preliminary experiments designed to acquaint the student with the apparatus used, volumetric analysis, including acidimetry and alkalimetry, oxidation, reduction, and precipitation methods are taken up. This is followed by simple gravimetric analyses.

(Prerequisite, Ch L 3)

2½ semester hours credit

Ch 5-6 Organic Chemistry

This course presents the general principles of structure, nomenclature, preparation, uses, and reactions of the most important types of carbon compounds. The topics considered, in order, are: aliphatic, alicyclic, and aromatic hydrocarbons, petroleum and coal products, halogen compounds, alcohols and phenols, ethers, aldehydes and ketones, carboxylic acids and their derivatives, nitrogen compounds, sulfur compounds, polyfunctional compounds, stereoisomerism, amino acids, carbohydrates, dyes, natural and synthetic polymers, and heterocyclic compounds.

(Prerequisite, Ch 1-2)

5 semester hours credit

ChL 5-6 Organic Chemistry Laboratory

This course is co-ordinated with the lecture course and deals with the preparations and reactions of the aliphatic and aromatic compounds.

5 semester hours credit

Ch 7-8 Physical Chemistry

This course covers the fundamentals of physical chemistry. The topics discussed include the three states of matter, the solution laws, surface

phenomena and colloids, thermochemistry, chemical equilibrium, ionic equilibrium, electrochemical cells and electrolysis, kinetics of chemical reactions, atomic and molecular structure, and radioactivity. Practical applications of these fundamentals are discussed whenever possible.

(Prerequisite, Ch 4, M-4)

5 semester hours credit

CIVIL ENGINEERING

CE 1 Surveying I

A course of lectures which treats the basic principles, such as taping, compass, theory and use of the transit as applied to both random and closed traverses, differential leveling, profile leveling, and double-rod leveling. The D.M.D. and rectangular co-ordinate methods of computing, plotting and running traverses are stressed and especially as they may apply to such work or procedure as outlined by the Massachusetts Land Court.

The theory and use of the plane table, including the intersection problem, the resection problem, and three point problem, is also studied.

(Prerequisite, M 1-2)

2½ semester hours credit

CE 2 Surveying II

A course of lectures and problems on simple curves (railroad curves and circular arcs), vertical curves, compound curves and Stadia surveying. The method of obtaining cross-sectional areas is taught. The student is instructed in the preparation of earthwork tables and the solution of the Mass diagram.

(Prerequisite, CE 1)

2½ semester hours credit

CE 3 Transportation Engineering

This course consists principally of a discussion of modern highway engineering practices. The general features of routing, such as horizontal and vertical curves, rates of grade, superelevation, and traffic control are studied both from the viewpoint of safety and economics. Materials and tests of materials used in the construction of both highway and airport projects are discussed, including drainage problems and frost-action in subgrades. The major portion of the course is spent on the construction procedure of the several types of roadways. These consist of the low-cost types such as stabilized soils, gravel, and crushed stone. The higher-cost types of roadways such as penetrated macadam, Portland cement concrete, brick pavements, and asphaltic concrete are included. A brief discussion of airport design and layout concludes the course.

The application of the latest research development is considered throughout the entire course.

(Prerequisite, CE 2)

2½ semester hours credit

CE 4 Hydraulics

This course is a study of the principles of both hydrostatics and hydrodynamics. The subjects considered are the pressure on submerged areas together with their points of application; the laws governing the flow of fluids through orifices, short tubes, nozzles, weirs, pipe lines, and open channels; Reynolds numbers; and viscosity.

(Prerequisite, ME 1-2)

2½ semester hours credit

CE 5-6 Structural Analysis

First term in this theory course covers the equilibrium of forces and structures by analytical and graphical methods. Shear and moment diagrams are reviewed and expanded. Analytical and graphical analysis of roof trusses and mill building frames are worked out. The use of influence lines in analyzing loads on beams, girders, and trusses is discussed as well as absolute maximum moment in beams.

The work in the second term consists of analyzing the stresses in various types of railroad and highway bridge trusses by means of move-up load method and equivalent uniform loadings. Deflections of beams and trusses by method of virtual work (dummy load), Moment-Area, Slope and Deflection, 3-Moment Equation, as well as Moment Distribution method are discussed.

(Prerequisite, ME3-4)

5 semester hours credit

CE 7-8 Concrete Design

A consideration of the theoretical and practical principles involved in the design of concrete and reinforced concrete structures. The following subjects are thoroughly discussed: the manufacture of Portland cement; the specification requirements for fine and coarse aggregates; the design and analysis of reinforced rectangular beams, beams reinforced for compression, and "T" beams. Both Tabular design and the Transformed Area methods are used in the foregoing. The principles involved in web reinforcement for diagonal tension as well as bond and shear stresses are discussed and problems worked out. Consideration is given to the interpretation of the American Concrete Institute Building Code Requirements.

The second part of this course consists of the design and detailing of an interior bay of a building using one-way slabs, T-beams, and continuous girders. Composite beams and the various types of columns with both axial and eccentric heads as well as isolated and combined footings, both on soil and piles, are discussed and design problems worked out. The course concludes with a discussion and the design of retaining walls.

(Prerequisite, ME 3-4)

5 semester hours credit

CE 9-10 Structural Design

This course consists of a study of the design of such structural units as steel beams, girders, columns, trusses, riveted connection and steel frames as a whole. Particular attention is given to the practical phases of construction and their relation to design. The design of structural timber is also studied. In the first half of the year the student is given many problems which he works out at home and in class and the last half of the year is usually devoted to the design and detailing of some larger, more complicated structures or portions of structures such as a plate girder highway bridge.

(Prerequisite, CD 1-2 and ME 3-4)

5 semester hours credit

CE 11 Water Supply

A general course in water supply engineering. The following items are studied: Future population forecasting; quality and quantity of water for various uses; rainfall; runoff; ground water and surface water collection and storage; water treatment processes such as slow and rapid sand filter, hardness, iron and other impurities removal; disinfection; and the design of distribution systems.

(Prerequisite, CE 4)

2½ semester hours credit

CE 12 Sewerage and Sewage Disposal

This course is concerned primarily with the collection and disposal of sewage and storm water. The following specific items are considered: Quantity of sewage and storm water; sewerage systems; collection of data necessary for the design of these systems; and a discussion of the modern methods of sewage treatment and sewage plant operation.

(Prerequisite, CE 4)

2½ semester hours credit

CD 1-2 Structural Drawing

The course in Structural Drawing consists of making shop drawings of the various members of modern steel frames. After making drawings of structural sections and standard connections, the student is given data from which he makes framing plans and shop details using both riveted and welded construction. The problems usually covered are portions of a steel frame building, a bridge girder, and a roof truss.

(Prerequisite, D 1-2)

5 semester hours credit

ELECTRICAL ENGINEERING**EE 1 Direct-Current Theory**

This course is designed to give the student the required understanding of direct-current fundamental circuit theory. It deals with such concepts as electromotive force, current flow, resistance, conductance, circular mil, Ohm's law, series and parallel d-c circuits, d-c power and energy, primary and secondary cells Kirchhoff's laws, Superposition and Thevenin's theorems, d-c instruments, magnetic and electrostatic circuits.

(Prerequisite, M1-2)

2½ semester hours credit

EE 2 Alternating-Current Theory

In this course lectures and problems are presented dealing with fundamental alternating-current circuit theory. Involved are sinusoidal electromotive forces and currents, effective value, power and energy, power factor, complex and polar notations, a-c series and parallel circuits, resonant conditions, and elementary polyphase systems.

(Prerequisite, EE 1)

2½ semester hours credit

EE 3 Direct-Current Machinery

This course involves the principles of operation and testing methods of d-c machinery. It includes the consideration of shunt, series, and compound motors and generators, with emphasis on problems of commutation, armature reaction, losses, efficiencies, stray power, ratings, methods

of test as well as auxiliary equipment such as protective devices. The application of d-c machinery to industry is also involved. A review of complex algebra will be given in the latter part of this course.

(Prerequisite, EE 1)

2½ semester hours credit

EE 4 Alternating-Current Machinery

This course involves the theory of single-phase and polyphase transformers, as well as a-c machinery. Construction and principles of operation of the constant-potential, constant-current, autotransformer, and other types of transformers are considered with emphasis on the vector diagrams, core losses and methods of test. Attention is also given to the principles of operation of the a-c induction motor, synchronous motor and alternator. The theory of operation, characteristics, load conditions and methods of testing are considered in detail.

(Prerequisite, EE 2)

2½ semester hours credit

EE 5 Electronics for Industry

This course deals with the basic electron tubes, especially those used in industry for control purposes, as well as electronic control and regulation circuits. A study of the high-vacuum diode and triode, thyatron and phototube is made as well as amplifier theory, rectification and filtering, and general industrial control circuit application.

(Prerequisites, EE 2 and EE 3)

2½ semester hours credit

EE 6 Transmission and Distribution Theory

This course is concerned with the problems pertaining to the transmission and distribution of a-c energy at power frequencies. Typical transmission-line problems are considered, involving normal and abnormal or fault conditions. The method of symmetrical components is used in the solution of certain problems. Also considered is protective and station equipment as well as trends in the power industry.

(Prerequisite, EE 4)

2½ semester hours credit

EL 1 Direct-Current Machinery Laboratory

This course is designed to apply the information gained from course EE 3. A number of tests are performed on the d-c shunt, series and compound motors as well as tests on the d-c shunt and compound generators. Involved also are experiments on parallel operation of d-c generators, stray power and opposition tests.

(Prerequisite, EE 3)

2½ semester hours credit

EL 2 Alternating-Current Machinery Laboratory I

This course offers laboratory work paralleling the lectures of course EE 4 and includes experiments on a-c power circuits, polyphase circuits and power measurements, constant-potential transformer tests, constant-current transformer, and synchronous machinery.

(Prerequisite, EE 4)

2½ semester hours credit

EL 3 Alternating-Current Machinery Laboratory II

This course includes tests on the single-phase and three-phase induction motors, the brush-shifting motor, as well as investigation of induction-motor windings, and tests on the Amplidyne generator.

(Prerequisite, EE 4)

2½ semester hours credit

EL 4 Electronics for Industry Laboratory

This laboratory course offers an introduction to the subject of the control and regulation of industrial equipment and processes by electronic means. Experiments are performed on the diode, triode, phototube and thyatron as well as the control of motor speed and generator voltage by electronic circuits. Available also are experiments on induction and dielectric heating, ignition three-phase rectifier, the thyatron six-tube rectifier, resistance welding control and automatic synchronization. A portion of this laboratory will be devoted to the study of the components and operation of elementary servo-mechanisms.

(Prerequisite, EE 5)

2½ semester hours credit

ELECTRONIC ENGINEERING**EE 10 Semi-Conductors and Transistors**

This course covers the theory of semi-conductors and transistors, including those aspects of transistor manufacture which have a bearing on transistor characteristics and applications. Topics include nature of semi-conductors, crystal diodes, holes and the transistor, a glimpse of quantum mechanics, point-contact transistors, junction transistors, electronics of transistors, different methods of connections.

(Prerequisite, EE 1)

2½ semester hours credit

EE 11 Electrical Measurements

The successful use of modern electronic equipment in the research or development laboratory and in many operational fields requires a knowledge of the equipment and techniques employed in making precise electrical measurements. This course is intended to give the student a thorough understanding of the modern equipment and procedures used in making accurate d-c and a-c measurements of voltage, current, power, resistance, capacitance, inductance, impedance, frequency, tube characteristics, etc. The factors limiting and controlling the precision of the results are analyzed. This lecture course provides a sound basis for future laboratory work.

(Prerequisite, M 4, EE 1-2)

2½ semester hours credit

EE 13 Electron Tubes and Circuits I

This course begins with a review of electron theory, then the theory of electron emission, by thermionic, photo-electric, secondary and field means, including the study of the construction and processing of the various types of cathodes. The construction and evacuation of tubes will be discussed. Then the diode tube with the space charge phenomena will be taken up, leading into the control of electrons in vacuum tubes. The static and dynamic characteristics of the various tube types will be covered.

Equivalent amplifier circuits will be studied. Rectifier action will be covered and the addition of gas in vacuum tubes and the control of discharges in gas-filled tubes.

Now the analysis of circuits is started. First are rectifier circuits, both single and three phase, including choke and condenser input filters, and electronically regulated power supplies. Then the study of photocells, cathode ray tubes, multi-purpose and special tubes, followed by the vacuum tube as a control device.

(Prerequisite, EE 1-2)

5 semester hours credit

EE 14 Electron Tubes and Circuits II

This course starts with audio frequency amplifiers, first studying the voltage type and later power amplifiers. Included are the following topics: Distortion; Decibels; Input admittance; Resistance and Transformer coupling; D-c amplifiers; Photo-tube amplifiers; Current amplifiers; Volume control methods; Sources of noise; Maximum power output; Plate efficiency; Push-pull amplifiers; Classes A, AB, and B operation; and Feedback amplifiers.

The second half of the course is devoted to Radio frequency amplifiers of both voltage and power type. Included are Class B and C operation and their design; Neutralization; and Frequency multiplication.

(Prerequisite, EE 13)

5 semester hours credit

EE 15 Communication Engineering I

This course opens with neutralization circuits, including grounded grid amplifiers, and then the study of LC oscillators, including the various feedback circuits, crystal oscillators, parasitic oscillations and special oscillator circuits. This is followed by a study of amplitude modulators. After briefly covering the early types of radio receivers, such as the regenerative and radio-frequency circuits, the super-heterodyne will be covered, both for broadcast and communications use. Particular attention will be paid to antenna circuits, pre-selectors, mixers and converters, intermediate frequency amplifiers, and automatic volume control. Attention will be given to problems of selectivity, sensitivity, stability and fidelity of receivers. Fundamental theory of frequency modulation will be covered.

(Prerequisite, EE 14)

5 semester hours credit

EE 16 Communication Engineering II

This course begins with a continuation of Frequency and Phase Modulation with reference to the production of these types of modulation and the response of networks, and detection of F.M., P.M. waves. Then the study of Wave Shaping and Pulse Circuits is introduced, including the Multivibrator, Blocking Oscillator and Clamp Circuits. Microwave tubes such as the Klystron, Traveling Wave Tube, Magnetrons are included. Study of Television includes Video Amplifiers, Synchronization Circuits, and Color Television. A survey of Radar and Radio aids to navigation completes this course.

(Prerequisite, EE 15)

5 semester hours credit

EL 10 Electronic Laboratory

The experiments in this course cover most of the subjects that have been covered by lecture in Electron Tubes and Circuits I and II. They include electron emission, gas diodes, triodes, transistor characteristics, filter circuits, iron core reactors, thyratrons, half and full wave rectifiers, voltage-regulated power supplies, grid controlled rectifiers, voltage amplifiers, resistance coupled cascade amplifiers, feed-back amplifiers, photo cells, sawtooth generators, cathode ray tubes and oscilloscopes. The use of impedance bridges and vacuum tube voltmeters is included in this course.

Laboratory reports are required on each experiment and the class is broken up into small groups so that each student has an adequate chance to participate in the experiment. A final examination is also given.

(Must be taken concurrently with EE 14)

2½ semester hours credit

EL 11 Advanced Electronic Laboratory I

The experiments in this course cover the theory subjects studied in the Communication Engineering course and advanced audio subjects from Electron Tubes and Circuits II. They include transistorized audio amplifiers, push-pull audio amplifiers, transformer coupled audio amplifiers, intermediate frequency amplifiers, multivibrators, detectors, distortion in audio amplifiers, testing and alignment of complete radio receivers, frequency multipliers, crystal oscillators, power oscillators, audio oscillators, Class C RF amplifiers including neutralization, amplitude modulated r-f amplifiers, balanced modulators, RF Transmission Lines, Transistors circuits, and use of Q-meters.

(Must be taken concurrently with EE 15)

2½ semester hours credit

EL 12 Advanced Electronic Laboratory II

The experiments in this course cover the theory subjects studied in the Frequency Modulation and Television courses. They include discriminators, ratio detectors, gated beam tubes, limiters, reactance modulators, phase modulators, networks in FM circuits, video amplifiers, television pulse generators and deflection circuits, electrostatic electron optics, deflection yokes, clipping and clamping circuits, frequency dividing circuits used as counters, cathode-coupled multi-vibrators. A complete television receiver is also studied for alignment, waveforms and trouble shooting.

(Must be taken concurrently with EE 16)

2½ semester hours credit

INDUSTRIAL ENGINEERING**IE 1 Materials of Production**

Fundamental to the study of production processes and the control of quality is a knowledge of the materials of production and the techniques of inspecting the accuracy of processing. This lecture and laboratory course first considers the study of materials, especially ferrous, non-ferrous, special alloy metals, plastics, etc., in terms of their basic characteristics, e.g., structure; hardness; strength in compression, tension, shear; workability; thermal, physical, electrical and chemical properties.

The course continues into the techniques and standard measuring

equipment and gauges for mechanical inspection; discussion of tolerance limitations of machine tools and other processing equipment in common use.

2½ semester hours credit

IE 2 Work Simplification

The course is designed to present the fundamental principles underlying motion analysis and work simplification. Included in the subjects considered are the following: Process and operation analysis through the use of process charts, flow diagrams, operation charts, man-and-machine charts, micromotion study, principles of motion economy. Work place layout, labor-saving tools and equipment, laboratory development work. Practical applications of work simplification with particular emphasis upon cost analysis.

2½ semester hours credit

IE 3 Time Study

Based upon the best established methods procedures, the fundamental principles of time study are considered as a basis for setting production standards. Subjects included in the course are the following: Introduction to wage incentives and current wage plans. History and development of time study, relation to motion and micromotion study, preliminary observation, technique of making time studies. Rating procedure, development of proper concept of "normal" performance, applying the rating and relaxation factors. Setting job and element standards, use of allowances, treatment of variables, introduction to standard data, synthetic standards, problems in the application of standards. Laboratory practice will supplement the classroom work.

2½ semester hours credit

IE 4 Principles of Production Planning

A basic treatment of the planning principles applied to the development and operation of a manufacturing unit, including analysis of the product to be manufactured; market and sales research; plant location; plant design and determination of required physical facilities; the internal organization; the engineering organization for development of product; distribution and control of engineering information; establishment of manufacturing budgets for control; production planning, including inventory control policy, receiving and storekeeping, procurement; plant layout; and managerial controls to appraise manufacturing performance.

2½ semester hours credit

IE 5 Production Processes

Basic to the study of production is a thorough understanding of the processes and shop production methods employed in the manufacture of products using various types of materials. Concentrated attention is applied to such processes as castings; hot-working, cold-forming, and joining of metals; machine shop production methods; plastics and plastic molding. The common production tools such as shears, presses, press brakes, lathes, boring mills, screw machines, milling machines, drills, shapers, slotters, planers, broaching machines, grinders, and saws are studied in detail, including their uses, machine capacities, limitations, flexibilities, etc.

Working with actual products accompanied by production blueprints,

the student determines the manufacturing processes required, selects the appropriate machines, equipment and tool setups. Under certain conditions alternate methods and equipment must be used. These are evaluated in terms of their practicality and economic advisability. Process sheets are prepared for all manufacturing operations involved for presentation to the production control department as a basis for scheduling and computation of machine loading charts.

2½ semester hours credit

MECHANICAL ENGINEERING

ME 1-2 Applied Mechanics

(a) The subjects treated are collinear, parallel, concurrent, and non-concurrent force systems in a plane and in space; the determination of the resultant of such systems by both algebraic and graphical means, the forces required to produce equilibrium in such systems; stresses in frames.

(b) A continuation of Applied Mechanics (a) in which the subjects treated are problems involving static friction, such as the inclined plane and the wedge; first moments as applied to the determination of centers of gravity of areas and solids; second moments and the application to the determination of moments of inertia of plane and solid figures, radius of gyration, polar moment of inertia; product of inertia. Brief consideration is given to kinematics of a particle and kinetics of rigid bodies in rectilinear translation.

(Prerequisite, M 2 and P 1-2)

5 semester hours credit

ME 3-4 Strength of Materials

This course comprises the study of the stresses and strains in bodies subjected to tension, compression, and shearing; common theory of beams with thorough description of the distribution of stresses, shearing forces, and bending moments; deflection of beams.

A study is made of the strength of shafting and springs; combined stresses in beams subjected to tension, compression, and bending; also strength of riveted and welded joints, columns, and thin hollow cylinders, and brief consideration of strains and the relation of the stresses on different planes in a body.

(Prerequisite, ME 1-2 and M 4)

5 semester hours credit

ME 5-6 Heat Engineering

The fundamentals of thermodynamics are discussed in this course and include the general theory of heat and matter; first and second laws of thermodynamics; equations of state; fundamental equations of thermodynamics; laws of perfect gases; properties of vapors including use of tables and charts; and the general equation for the flow of fluids. Particular emphasis is given to the properties of steam, the use of the steam tables, and the Mollier diagram.

The course also embraces a study of fuels and combustion of fuels as applied to steam boilers.

The purpose of the course is to familiarize the student with the theory of heat as applied to prime movers.

Descriptions of many different kinds of apparatus used in the steam

power plant such as engines, turbines, and auxiliary equipment, including pumps, condensers, heaters, fans, etc., comprise the major part of the course. A large number of problems related to the apparatus discussed are solved. In addition to the above, such items as draft, chimney, coal and ash handling equipment, piping and valves, and power plants are studied. In addition to the study of steam apparatus, air compressors, internal combustion engines and gas turbines are discussed.

(Prerequisite, P 1-2)

5 semester hours credit

ME 7 Mechanism

Study of displacement, velocity and acceleration of basic mechanisms employed in machine design. Analysis and design of cams, rolling contact drives and linkages. Theory of gear tooth design. Properties and limitations of involute gears. Design of simple and epicyclic gear trains.

(Prerequisite, MD 1-2)

2½ semester hours credit

ME 9-10 Machine Design

The design aspect of "Materials and Their Properties," "Stress Analysis," "Fastenings," "Power Transmission Equipment — Belts, Chains, Gears, Clutches, Brakes, etc.," "Shafting Design," Bearings, Springs, Cams, Welding, Riveting, is presented for discussion in class and the solution of problems outside of class.

(Prerequisite, ME 3-4)

5 semester hours credit

ME 11-12 Mechanical Engineering Laboratory

This course includes a series of experiments upon various kinds of equipment used in modern power plants to demonstrate under actual conditions the principles developed in the Heat Engineering course. Additional experiments which include calibration of instruments, performance of hydraulic equipment, steam equipment as used in power plants, heating units for the household, air conditioning apparatus, internal combustion engines, and testing materials are performed. A report of the experiment is made.

(Prerequisite, ME 5-6)

5 semester hours credit

DRAWING

D 1-2 Engineering Drawing

This course is planned to meet the requirements of a class composed of students who have had no previous instruction in drafting, and also for those who may have had one or two years' work in preparatory schools.

Solutions are required for both class and home assignments. The topics studied in these assignments include technique practice, lettering, geometric construction, orthographic projections, auxiliary views, development of objects, isometric, cavalier and cabinet drawing, intersections, sections, helix and application, screw threads, dimensions and inking. A number of practical problems are included which relate to future professional courses. The work is planned to give the student a thorough training in the fundamental principles of Engineering Drawing so that he may easily do the drafting required in his professional course. A lecture is given at the opening of each class, and individual instruction is given during the remainder of the class period.

5 semester hours credit

MD 1-2 Machine Drawing

This course is conducted on a lecture-laboratory basis with the student working out problems under supervision. The fundamental principles of representing the shape and of specifying the size of such machine elements as castings, forgings, fabricated weldings, gears, cams, etc., are taught. The mediums used are multi-view orthographic projection, auxiliary and sectional views, along with the appropriate dimensioning techniques. Lectures and reading assignments are correlated with the classroom problems and cover such topics as the drawing techniques applicable to the particular study, American Standard drafting-room practices, methods and materials of machine production, fractional and decimal dimensioning systems, fasteners, bearings, lubrications, pulleys, piping, clutches, gears, cams, methods of reproduction, etc.

The types of drawings made and analyzed include preliminary machine sketches and assemblies, dimensioned detail working drawings from machine assemblies, assembly drawings from machine details, problems in gear and cam construction.

Drawing examinations covering the principal drawing and dimensioning techniques, and short written quizzes covering the lecture and textbook materials are given periodically throughout the course.

(Prerequisite, D 1, 2)

5 semester hours credit

MATHEMATICS**Pre-Engineering Mathematics**

This course is devoted to a thorough study of Algebra I and Plane Geometry.

M 1 Algebra

Although the primary purpose of this course is to lay a thorough groundwork for the subsequent courses in Analytical Geometry, Calculus, and Applied Mechanics, it is nevertheless a complete unit in itself, and will enable the student to handle a considerable number of the problems arising in engineering practice.

Proceeding from a rapid review of the fundamental operations of Algebra, the work continues with a thorough study of fractions, functions, linear and quadratic equations, equations in quadratic form, graphs, exponents, complex numbers, binomial expansion, variation, and equations of higher degree than the second.

(Prerequisite, first course in Algebra and Plane Geometry)

2½ semester hours credit

M 2 Trigonometry

This course includes the solution of all triangles by both natural and logarithmic functions, identities, radian measure, principal values and the solution of trigonometric equations. Particular attention is given to the applications of Trigonometry to engineering practice.

(Prerequisite, M 1)

2½ semester hours credit

M 3 Analytic Geometry and Differential Calculus

This course provides a smooth transition from algebra and trigonometry into the Calculus. Included are the studies of the straight line, the circle, and conic sections, using rectangular coordinates only. The graphs of trigonometric, logarithmic, and exponential functions are also covered. Then follows the differentiation of algebraic and transcendental functions, both explicit and implicit, with some applications. Slopes of curves, maxima and minima, derivatives of higher order, velocity and acceleration in rectilinear motion are included.

(Prerequisite, M 1-2)

2½ semester hours credit

M 4 Integral Calculus

This course deals with integration as the inverse of differentiation as well as the limit of summation. The topics covered are methods of integration; use of integral tables; differential equations with separable variables; the differential equation of rectilinear motion; definite integrals; areas in rectangular coordinates; length of curves; areas of surfaces of revolution; volumes of solids of revolution; multiple definite (iterated) integrals; centroids of plane areas; moment of inertia.

(Prerequisite, M 3)

2½ semester hours credit

PHYSICS**P 1-2 Physics**

This course covers the principle of mechanics. Some of the topics covered are force; energy; work; statics; elasticity; linear, rotational and harmonic motion; liquids and gases.

This is followed by the study of wave motion and sound, and then heat, light, and electricity.

The section in heat includes thermometry, expansion, calorimetry, behavior of gases, vaporization and transfer of heat. Under the subject of light are reflection, refraction, dispersion, diffraction and interference, lenses, and optical instruments. The study of electricity includes magnetism, electrostatics, resistance, capacitance, inductance, alternating currents, and series and parallel circuits.

Each lecture includes a demonstration period and a problem period in which the student learns the practical application of the physical laws being studied.

5 semester hours credit

P 3 Electronic Physics

Designed especially for students taking the Electronic Engineering curriculum, this course deals with the fundamental principles of waves, with particular applications to electromagnetic radiation. Interference, diffraction, and polarization will be treated in detail. A considerable part of the course will be devoted to the study of antennas and the properties of the ionosphere.

(Prerequisite, P 2)

2½ semester hours credit

NORTHEASTERN UNIVERSITY

THE LINCOLN INSTITUTE

360 Huntington Avenue

Boston 15, Massachusetts

To the Dean:

I (First name) (Middle name) (Last name) hereby apply for admission to the Lincoln Institute in the term beginning in (Sept.—Jan.—June) and submit the following information:

..... (Street address) (Town) (State) (Phone)

Age..... Date of Birth..... Married ☐ Single ☐

Citizen of U. S. Yes ☐ No ☐

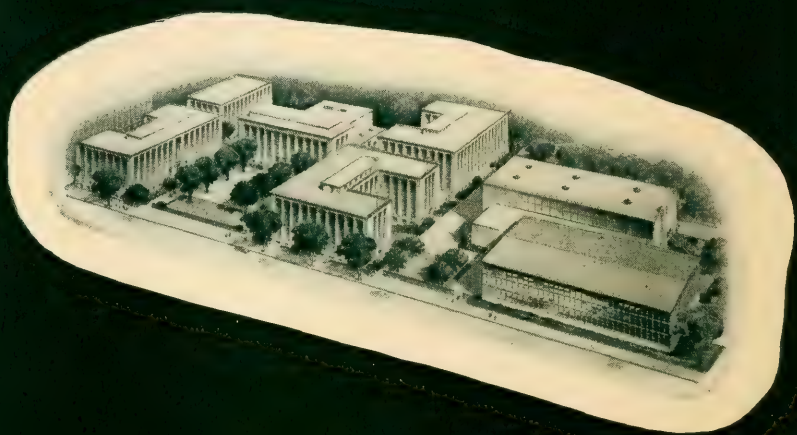
Name of your employer..... Nature of your employment.....
Business address..... Business Telephone.....

I have attended, including other schools of the Northeastern University system, the following schools above grammar grade (if attendance at a university, *designate school*):

NAME OF SCHOOL	LOCATION — CITY, STATE	Chk. Yrs. Attended				Date Left	Date of Graduation	Degree if any
		1	2	3	4			

I request advanced standing credit for previous college work completed at (name of institution).....
..... I shall furnish transcript.

(OVER)



NORTHEASTERN UNIVERSITY

Graduate Division

COLLEGE OF
ENGINEERING

BULLETIN

1957-1958



EVENING GRADUATE PROGRAMS

BOSTON 15, MASSACHUSETTS

April, 1957

Interview Periods and Regular Sessions

1957 Summer Session

Interview Period.....	May 13-May 24
Registration Period.....	May 13-June 4
Regular Session.....	June 3-August 2

1957-1958 First Semester

Interview Period.....	August 19-August 31
Registration Period.....	August 19-September 13
Regular Session.....	September 9-January 17

1957-1958 Second Semester

Interview Period.....	January 6-January 18
Registration Period.....	January 6-January 31
Regular Session.....	January 27-May 23

1958 Summer Session

Interview Period.....	May 12-May 23
Registration Period.....	May 12-June 3
Regular Session.....	June 2-August 1

Regular Office Hours

Monday through Friday.....8:45 a.m.-5:00 p.m.

Special Office Hours During Interview Periods Only

Monday through Friday.....1:30 p.m.-4:30 p.m.
5:30 p.m.-8:00 p.m.
Saturday.....9:00 a.m.-12:00 noon

The office is closed on all legal holidays.

Requests for Bulletins and information about graduate work in the Graduate Division should be addressed to

*Dean, Graduate Division
College of Engineering*

NORTHEASTERN UNIVERSITY

360 Huntington Avenue, Boston 15, Massachusetts

OFFICE: 137 Richards Hall Copley 7-6600

NORTHEASTERN UNIVERSITY

Graduate Division

COLLEGE OF

ENGINEERING

BULLETIN

1957—1958



EVENING GRADUATE PROGRAMS

Leading to the Degree of Master of Science

BOSTON 15, MASSACHUSETTS

APRIL, 1957

Gifts and Bequests

Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

The legal name of the University is "Northeastern University." However, in the making of gifts and bequests to Northeastern the following wording is suggested: "Northeastern University, an educational institution incorporated under the laws of Massachusetts and located in Boston, Massachusetts."

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Academic Calendar

MAY, 1957 — AUGUST, 1958

The Graduate Division of the College of Engineering of Northeastern University maintains three sessions during the year: the First Semester, beginning in September and ending in January; the Second Semester, beginning in February and ending in May; and the Summer Session of nine weeks, beginning in June and ending in August.

1957

MAY	13	<i>Monday:</i> Interview and registration period for 1957 Summer Session begins.
MAY	17	<i>Friday:</i> Last day of classes in 1956-1957 Second Semester.
MAY	20	<i>Monday:</i> First day of week of final examinations for Second Semester.
MAY	24	<i>Friday:</i> 1956-1957 Second Semester ends.
MAY	24	<i>Friday:</i> Interview period for 1957 Summer Session ends.
MAY	30	<i>Thursday:</i> Memorial Day, University closed.
JUNE	3	<i>Monday:</i> 1957 Summer Session begins.
JUNE	4	<i>Tuesday:</i> Last day for registration in Summer Session.
JUNE	16	<i>Sunday:</i> Commencement.
JULY	4	<i>Thursday:</i> Independence Day, University closed.
JULY	26	<i>Friday:</i> Last day of classes in Summer Session.
JULY	29	<i>Monday:</i> First day of week of final examinations for Summer Session.
AUGUST	2	<i>Friday:</i> 1957 Summer Session ends.
AUGUST	19	<i>Monday:</i> Interview and registration period for 1957-1958 First Semester begins.
AUGUST	31	<i>Saturday:</i> Interview period for First Semester ends.
SEPTEMBER	2	<i>Monday:</i> Labor Day, University closed.
SEPTEMBER	9	<i>Monday:</i> 1957-1958 First Semester begins.
SEPTEMBER	13	<i>Friday:</i> Last day for registration in First Semester.
OCTOBER	12	<i>Saturday:</i> Columbus Day, University closed.
NOVEMBER	11	<i>Monday:</i> Veterans' Day, University closed.
NOVEMBER	28	<i>Thursday:</i> Thanksgiving Day, University closed.
DECEMBER	20	<i>Friday:</i> Classes for all students will end at 9:00 p.m. and reconvene on January 6, 1958.

1958

JANUARY	6	<i>Monday:</i> Classes resume as usual.
JANUARY	6	<i>Monday:</i> Interview and registration period for Second Semester begins.
JANUARY	10	<i>Friday:</i> Last day of classes in First Semester.
JANUARY	13	<i>Monday:</i> First day of week of final examinations for First Semester.
JANUARY	17	<i>Friday:</i> 1957-1958 First Semester ends.
JANUARY	18	<i>Saturday:</i> Interview period for Second Semester ends.
JANUARY	27	<i>Monday:</i> 1957-1958 Second Semester begins.
JANUARY	31	<i>Friday:</i> Last day for registration in Second Semester.
FEBRUARY	22	<i>Saturday:</i> Washington's Birthday, University closed.
APRIL	19	<i>Saturday:</i> Patriots' Day, University closed.
MAY	12	<i>Monday:</i> Interview and registration period for 1958 Summer Session begins.
MAY	16	<i>Friday:</i> Last day of classes in 1957-1958 Second Semester.
MAY	19	<i>Monday:</i> First day of week of final examinations for Second Semester.
MAY	23	<i>Friday:</i> 1957-1958 Second Semester ends.
MAY	23	<i>Friday:</i> Interview period for 1958 Summer Session ends.
MAY	30	<i>Friday:</i> Memorial Day, University closed.
JUNE	2	<i>Monday:</i> 1958 Summer Session begins.
JUNE	3	<i>Tuesday:</i> Last day for registration in Summer Session.
JULY	4	<i>Friday:</i> Independence Day, University closed.
JULY	25	<i>Friday:</i> Last day of classes in Summer Session.
JULY	28	<i>Monday:</i> First day of week of final examinations for Summer Session.
AUGUST	1	<i>Friday:</i> 1958 Summer Session ends.

Administrative Organization

General Officers of Administration of the University

CARL STEPHENS ELL, A.B., M.S., Ed.M., Sc.D., LL.D., L.H.D.	<i>President of the University</i>
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JANICE WALKER, A.B.	<i>Registrar</i>

Committee on Engineering Graduate Study

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WILLIAM THURLOW ALEXANDER, S.B., M.A.	<i>Dean of the College of Engineering</i>
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CHESTER PACKARD BAKER, S.B., M.A.	<i>Professor of Chemical Engineering and Chairman of the Department</i>
MARTIN WHITE ESSIGMANN, S.B., M.S.	<i>Professor of Electrical Engineering and Chairman of the Department</i>
ALFRED JOHN FERRETTI, S.B., M.S.	<i>Professor of Mechanical Engineering and Chairman of the Department</i>
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GEORGE WILLIAM HANKINSON, A.B., S.B., M.S.	<i>Assistant Dean, Graduate Division, College of Engineering, and Associate Professor of Civil Engineering</i>
ARTHUR ELMER KEATING, S.B.	<i>Professor of Industrial Engineering and Chairman of the Department</i>
REGINALD GAGE LACOUNT, S.B., M.A., Ph.D.	<i>Professor of Physics and Chairman of the Department</i>
HAROLD LEROY STUBBS, A.B., M.A., Ph.D.	<i>Professor of Mathematics and Chairman of the Department</i>
RALPH ANDERSON TROUPE, B.S., M.S., Ph.D.	<i>Research Professor of Chemical Engineering</i>
ARTHUR ANDREW VERNON, S.B., M.S., Ph.D.	<i>Professor of Chemistry and Chairman of the Department</i>
WILLIAM CROMBIE WHITE, S.B., Ed.M., Eng.D.	<i>Vice-President of the University</i>
JANICE WALKER, A.B. (Secretary)	<i>Registrar, Graduate Division, College of Engineering</i>

Administrative Staff of the Graduate Division of the College of Engineering

DANIEL JOSEPH ROBERTS, JR., <i>Bursar of the University</i>	<i>Office: 249 Richards Hall</i>
WILLIAM MITCHELL STEWART, <i>Manager of Bookstore</i>	<i>Office: 41 Richards Hall</i>
ROLAND MOODY, <i>Director of University Libraries</i>	<i>Office: Library</i>
J. KENNETH STEVENSON, <i>Supervisor of Buildings and Grounds</i>	<i>Office: 156 Richards Hall</i>
NANCY ANN BORROMEY, <i>Secretary, Graduate Division</i>	<i>Office: 137 Richards Hall</i>
MARCIA ROSE ERLICH, <i>Secretary, Graduate Division</i>	<i>Office: 137 Richards Hall</i>
RUTH ANNE LOVELY, <i>Secretary, Graduate Division</i>	<i>Office: 137 Richards Hall</i>

Teaching Staff

The teaching staff of the Graduate Division is drawn in part from the regular full-time faculty of the College of Engineering of Northeastern University, in part from the faculties of neighboring institutions, and in part from among engineers in practice. Each course is designed to serve a particular purpose and is placed under the leadership of an instructor with special qualifications to handle the subject matter most effectively. The composition of the teaching staff during any particular school year is dependent upon the courses offered during that year. The teaching staff of the Graduate Division includes the following:

CHARLES O. AHONEN	Assoc. Prof. of Physics, Northeastern University
RALPH S. ARCHIBALD	Sales Engineer, Pipe Founders Sales, Inc.
SAUL ARONOW	Research Assoc., Physics Laboratory, Massachusetts General Hospital
EDWARD R. ATKINSON	Dewey and Almy Chemical Company
KERR ATKINSON	Consulting Engineer
ARRA S. AVAKIAN	Section Chief, Systems Eng., Avco Mfg. Corp.
BARKEV Y. BAKAMJIAN	Asst. Prof. of Physics, Northeastern University
MARTIN BALSER	Staff Member, Lincoln Lab., Massachusetts Institute of Technology
J. P. BARGER	Asst. Prof. of Mech. Eng., Massachusetts Institute of Technology
HERBERT D. BENINGTON	Assoc. Group Leader, Lincoln Lab., Mass. Inst. of Technology
IRVING A. BERSTEIN	Department Head, Tracerlab, Inc.
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RICHARD I. CARTER	Asst. Prof. of Elec. Eng., Northeastern University
SZE-HOU CHANG	Prof. of Research in Communications, Northeastern University
RAYMOND E. CLAFLIN, JR.	Electrical Engineer, Gear Oil Corp.
MICHAEL M. DUBITZKY	Research Engineer, Arthur D. Little, Inc.
RICHARD P. DURBIN	Research Associate, Harvard Medical School
MARTIN W. ESSIGMANN	Prof. of Elec. Eng., Northeastern University
ARTHUR R. FOSTER	Asst. Prof. of Mech. Eng., Northeastern University
VICTOR S. FRANK	Manager, Organic Chem. Research, Dewey and Almy Chemical Co.
ROYAL M. FRYE	Prof. of Physics, Simmons College
ALBERT L. FULLERTON, JR.	Group Leader, Research Department, Melpar, Inc.
EPHRAIM GITELMAN	Asst. Prof. of Research in Comm., Northeastern University
JAMES F. HALEY	Consulting Soil Engineer, Haley and Aldrich
ALDEN G. HANDY	Consultant
GEORGE W. HANKINSON	Assoc. Prof. of Civil Engineering, Northeastern University
HERMANN A. HAUS	Asst. Prof. of Elec. Eng., Mass. Inst. of Technology
WALTER HAUSER	Staff Member, Lincoln Lab., Mass. Inst. of Technology
SEYMOUR HAYDEN	Mathematician, Air Force Cambridge Research Center
FRANK E. HEART	Computer Engineer, Massachusetts Institute of Technology
VICTOR P. HENRI	Asst. Prof. of Physics, Northeastern University
FRANCIS B. HILDEBRAND	Assoc. Prof. of Mathematics, Mass. Inst. of Technology
RALPH H. HILTZ, JR.	Physical Metallurgist, Watertown Arsenal
DAVID M. HOWELL	Asst. Prof. of Chemistry, Northeastern University

WATTS S. HUMPHREY, JR.	Section Head, Computer Design Sec., Sylvania Elect. Prod., Inc.
EMORY IRELAND	Engineer, Structural Div., Stone and Webster Engineering Corp.
ALBERT D. JOHNSON	Research Physicist, Air Force Cambridge Research Center
SIDNEY JOHNSON	Group Leader, Chemical Research Lab., Metal Hydrides, Inc.
THADDEUS C. JOHNSON	Engineer, New England Division, Corps of Engineers
DAVID P. KENNEDY	Senior Engineer, Raytheon Manufacturing Co.
JOHN J. KLEIN	Sr. Member, Tech. Staff, Airborne Systems Lab., R. C. A.
MICHAEL J. KOULOPOULOS	Asst. Head of Elec. Lab., Simplex Wire & Cable Co.
CASIMIR J. KRAY	Consulting Engineer
TORGEIR K. KVALE	Assoc. Prof. of Elec. Eng., Northeastern University
DON C. LEMMON	Mechanical Development Engineer, General Electric Co.
JOSEPH H. LENNEY	Asst. Prof. of Civil Eng., Northeastern University
LEONARD LESENSKY	Physicist, Raytheon Manufacturing Co.
PASCAL LEVESQUE	Chief of Metallurgical Research, Raytheon Manufacturing Co.
EDWARD F. LOBACZ	Engineer, New England Division, Corps of Engineers
MORTON LOEWENTHAL	Staff Member, Lincoln Lab., Mass. Inst., of Technology
BERTRAM S. LONG	Asst. Prof. of Mechanical Engineering, Northeastern University
WARD C. LOW	Head, Physical Analysis Sec., Missile Systems Lab., Sylvania Elect. Prod., Inc.
EDWARD MASKALENKO	Asst. Prof. of Electrical Engineering, Tufts University
HAROLD F. MATTSON, JR.	Mathematician, Air Force Cambridge Research Center
JAMES W. MAVOR	Asst. Prof. of Mechanical Engineering, Northeastern University
CHARLES MERRITT, JR.	Supervisory Analytical Chemist, U. S. Army, QM R & D Center
EDMUND A. J. MROZ	Consulting Chemical Engineer
JAMES D. MURPHY	Standard Development Engineer, Westinghouse Electric Corp.
WILLIAM M. MURRAY	Prof. of Mechanical Engineering, Mass. Inst. of Technology
THOMAS H. NASH, JR.	Mechanical Engineer, United Shoe Machinery Corp.
STEPHEN J. O'NEIL	President, Systems Engineering, Inc.
FELIX S. PALUBINSKAS	Tufts University Medical School
NATHAN G. PARKE, III	President, Parke Mathematical Laboratories, Inc.
ARTHUR L. PIKE	Asst. Prof. of Electrical Engineering, Tufts University
JACK RAFFEL	Staff Engineer, Lincoln Lab., Mass. Inst. of Technology
J. SPENCER ROCHEFORT	Assoc. Prof. of Research in Comm., Northeastern University
LAWRENCE ROSENFELD	Head, Operations Research, Melpar, Inc.
BARNET L. ROSENTHAL	Chief of Laboratory, Massachusetts Dept. of Public Health
RONALD E. SCOTT	Prof. of Electrical Engineering, Northeastern University
EARL J. SHELTON, JR.	Head, Special Tube Development Dept., Raytheon Mfg. Co.
ARTHUR E. SHERBURNE	Asst. Chief Research Engineer, Trans-Sonics, Inc.
ROBERT SILVA	Application Engineer, The Foxboro Co.
MERRILL I. SKOLNIK	Staff Member, Lincoln Lab., Mass. Inst. of Technology
ERNEST L. SPENCER	Assoc. Prof. of Civil Engineering, Northeastern University
VICTOR R. STAKNIS	Asst. Prof. of Mathematics, Northeastern University
HAROLD L. STUBBS	Prof. of Mathematics, Northeastern University
JAY T. THOMAS	Research Manager, Sylvania Electric Products, Inc.
RALPH A. TROUPE	Research Prof. of Chemical Engineering, Northeastern University
KENTARO TSUTSUMI	Principal Engineer, Jackson and Moreland, Engineers
ROCCO H. URBANO	Mathematician, Air Force Cambridge Research Center
ARTHUR A. VERNON	Prof. of Chemistry, Northeastern University
JOHN H. WELLS	Principal Engineer, Structural, Jackson and Moreland, Engineers
ROBERT B. WILCOX	Head, Control Systems Department, Hycon Eastern, Inc.
STEPHEN S. WINTER	Asst. Prof. of Chemistry, Northeastern University

General Information

History and Objectives of the Graduate Division

In September, 1948, the College of Engineering of Northeastern University initiated a group of evening courses at the graduate level. The enthusiastic response to these exploratory courses indicated clearly that they met a need in the community that had not been served before.

The substantial enrollment during the 1949-1950 school year encouraged the College of Engineering to establish the Graduate Division and to initiate in September, 1950, evening graduate curricula leading to the degree of Master of Science in certain fields of civil, mechanical, and electrical engineering.

Since September, 1950, the Graduate Division has expanded its course offerings and its degree granting curricula. It is now possible for a regular student in the Graduate Division to pursue a Master of Science degree program in the following fields: Civil Engineering, with a major either in Structures or in Sanitary-Hydraulics; Mechanical Engineering, with a major either in Mechanics or in Heat-Power; Electrical Engineering, with a major either in Electronics-Communication or in Electric-Power; Engineering Management; Chemistry; Mathematics-Physics; and Communications.

The program of graduate study at Northeastern University is designed specifically for students who wish to carry on advanced study on a part-time basis while continuing with their regular employment. The courses and curricula of the Graduate Division have been planned to provide the student with a more comprehensive and penetrating understanding of underlying fundamentals and of their application to the several branches of engineering and science.

Requirements for Admission to the Graduate Division

The evening courses in the Graduate Division are designed for persons who already hold a bachelor's degree from an accredited institution in some field of engineering or science. Persons who do not hold a bachelor's degree, but who are otherwise qualified by reason of their training and experience to profit from the instruction given, will be permitted to enroll as special students in those courses for which they have the proper preparation.

Students will be admitted to evening graduate courses only after they have been personally interviewed by the Dean of the Graduate Division, or his representative, who will decide whether the applicant may be enrolled. The purpose of the interview is to determine as nearly as possible whether the prospective enrollee has the necessary background to handle successfully the courses in which he wishes to register.

During the first term of registration all students, irrespective of classification, are required to file or have transmitted to the Graduate Division Office an official transcript or transcripts of their academic record covering all prior college training.

Course Registration — Prerequisites and Preparation

Each course offered by the Graduate Division requires particular preparation and/or prerequisites for acceptable registration. Any such requirements which

do not carry a "G" numbered course or courses refer to undergraduate background necessary for registration.

These requirements are to be interpreted as follows:

Preparation: An undergraduate or graduate course which must have been taken prior to the course for which it is the specified preparation.

Prerequisite: A graduate course required to be satisfactorily completed before the subject for which it is the prerequisite may be undertaken. A course of content equivalent to this prerequisite undertaken at some other institution may be accepted upon recommendation of the department concerned, but only when supported by documentary evidence.

Classification of Students in the Graduate Division

Classification is not established for any student pending receipt and acceptability of his official transcript of prior college training.

Upon receipt of official transcript or transcripts of academic records, students will be classified in one of two categories:

- (1) Special Students — those who do not have a baccalaureate degree from an accredited institution but who are eligible for certain specific courses.
- (2) Regular Students — those who have a baccalaureate degree in some field of engineering or science from an accredited institution, with acceptable quality performance in their undergraduate work.

Requirements for Admission to Candidacy for a Master's Degree

Admission to a course or courses does not constitute acceptance as a candidate for a master's degree.

A student who has achieved regular status and, in addition, completed successfully twelve credits in the required courses of his major, becomes eligible for acceptance as a degree candidate. Upon recommendation of the head of the student's major and approval by the Committee on Engineering Graduate Study, the student will be notified in writing of his acceptance as a candidate for the master's degree.

With the payment of the ten dollar matriculation fee, the student's classification as a degree candidate is thereby confirmed and so recorded.

Requirements for the Degree of Master of Science

A total of thirty semester hours is required for the degree of Master of Science. Of these, sixteen are prescribed by the department sponsoring the degree; the remaining fourteen are elective. To be acceptable for degree credit, the student's electives must be selected in conformity with the specific elective requirements laid down by the department in which he is qualifying. These may be found in the statement labeled "Elective Courses" immediately following the listed "Required Courses" under the heading of each department.

In general, to make an effective total program, the selection of elective courses may be one of penetration and specialization in a given field, or it may be one cutting across related fields giving supporting breadth to the student's education. Department heads and the Dean of the Graduate Division are readily available for counsel in the selection of electives. In every case the student must be able to comply with the prerequisites or preparation requirements of his course selections.

Transfer of Credits, Study Load, Grades, Theses

Not more than eight semester hours of graduate credit may be transferred from other institutions towards the degree of Master of Science at Northeastern. Grades in courses offered for transfer must be B or higher. Acceptance of credits for transfer will not be approved until the student is admitted to candidacy, and then only if the work submitted for transfer credit is consonant with the objective of the approved program.

All graduate students are limited to a program of four semester hours of course work per semester unless granted special permission by the Committee on Engineering Graduate Study to carry a heavier course load. Thus, those who carry two evenings a week (four semester hours of course work) continuously for both semesters may complete the requirements of thirty semester hours for the degree within four years. Some students may find it possible to shorten this period to three years by enrolling in the Summer Sessions.

Course credits earned in the program of graduate study are valid for a maximum period of eight years. This time limitation is likewise applicable to any offered transfer credits.

The College of Engineering uses a five-point grading scale in which A represents outstanding achievement, B above average achievement, C average achievement, D below average achievement, and F failure. For all students aiming to qualify for the Master of Science degree, A and B grades are considered as satisfactory achievement in a course. A limited number of C grades may be accepted for credit toward the degree provided they are matched by an equal number of A grades. In no case will credit be allowed for grades below C. Any student who does not maintain a B average in the Graduate Division may be refused the privilege of further graduate registration.

The letter grade of "I" is turned in as the final grade for any student who does not take the final examination, regardless of the reason. When an "I" is reported for any student, there will be placed beside it, in parentheses, the grade the instructor would give with the final examination valued at zero. Missed finals cannot be made up without the approval of the Dean of the Graduate Division. Approval for a make-up examination is given only for emergency reasons and must be obtained within two weeks immediately following the date of the missed examination. In cases where make-up is approved, the "I" must be cleared within six months of the close of the course in question; otherwise the student will receive as his final grade that given in parentheses beside the "I." In instances of unexcused missed final examinations, the letter grade in parentheses beside the "I" becomes the official grade for the course.

Theses are not required since such projects are seldom feasible in evening curricula. Only under special circumstances will a student be permitted to undertake a thesis in lieu of a portion of his course work. In each case it must be

clearly indicated that the thesis work is an integral part of the student's program and it must have the prior approval of the department concerned and the Dean of the Graduate Division. When thesis work is undertaken, the student registers for the thesis and pays at the rate of the regular semester hour charge.

Tuition and Fees

The policies governing the amount and the regulations pertaining to the payment of tuition and fees are established by the Executive Council of Northeastern University. The Council reserves the right to change these regulations at any time. Such changes will apply to students currently enrolled as well as new applicants for admission.

Checks should be drawn payable to "Northeastern University."

No certificate of honorable dismissal will be issued any student who has not fully met his financial obligations to the University.

Tuition: Charges for tuition are at the rate of \$25.00 per semester hour for all courses. Tuition statements will be mailed to the students by the Student Accounts Office and are payable on or before the date specified.

Late Payment Fee: A late payment fee of \$2.00 is charged a student who fails to pay his tuition or other charges on or before the date specified by the University.

Make-up Final Examination Fee: Each make-up examination must be specially prepared and administered. To defray this expense a charge of \$5.00 is made for each make-up final examination.

Matriculation Fee: Regular students who have established eligibility as degree candidates are required to pay a \$10.00 matriculation fee. Applicants who are graduates of one of the schools of Northeastern University are not subject to this fee.

Graduation Fee: The University graduation fee of \$20 is charged those who are candidates for the Master of Science degree, and is payable on or before May 1 of the year in which the student expects to graduate.

Refund of Tuition

Any requests for a pro-rated refund of tuition in a course or courses must be made at the time the student notifies the Graduate Division of his intention to withdraw from a particular course or courses. The request for a refund should be made in a letter addressed to the Dean of the Graduate Division, College of Engineering, stating the reasons which necessitated the withdrawal. This request for a partial refund of tuition will be given careful consideration by the Committee on Withdrawals and the student will be notified as to its decision.

No refund of tuition will be granted a student who has attended a course beyond the fifth week of a regular semester.

Veterans

Veterans who expect to obtain educational benefits from the Veterans Administration should visit the Northeastern University Veterans Office, Room 250R, Richards Hall, prior to registration. The Veterans Office at Northeastern

University is operated by the University and is prepared to give any assistance the veteran may require in obtaining Veterans benefits.

Class Hours, Instructional Calendar

During the First and Second Semesters each course meets one evening per week from 7:00 to 9:00 p.m. (except when stated otherwise) throughout the semester, which consists of sixteen class periods and one week devoted to examinations. In the Summer Session each course meets two evenings per week from 7:00 to 9:00 p.m. (except when stated otherwise) for a period of eight weeks followed by one week devoted to examinations. For opening and closing dates of these sessions, consult the Academic Calendar of this Bulletin.

Interview and Registration Dates, Office Hours, and Class Schedules

For dates of the interview and registration periods and office hours, consult the inside front cover. The registration circulars issued in August, January, and May provide information regarding class meeting times and teaching staff as well as listing the course offerings for the First Semester, Second Semester, and Summer Session, respectively. Copies of these circulars may be obtained from the Office of the Dean of the Graduate Division, College of Engineering, Northeastern University, Boston 15, Massachusetts, or by calling COpley 7-6600.

Curriculum Requirements

A summary of the specific curriculum requirements for the degree of Master of Science is listed for each curriculum. The Dean of the Graduate Division will be glad to confer with students in regard to their individual needs in order that they may select courses of study that will be most helpful to them. Students who desire to pursue a degree program should consult the section in this Bulletin on "Requirements for Admission to Candidacy for a Master's Degree" and also the section on "Requirements for the Degree of Master of Science."

Civil Engineering

Curriculum Requirements for the Degree of Master of Science in Civil Engineering

Required Courses: (16 Semester Hours)

(1) STRUCTURES MAJOR		(2) SANITARY MAJOR	
	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
G1.401, 402, 403		G1.201, 202	
Indeterminate Structures.....	6	Sanitary Engineering.....	4
		G1.203	
		Sanitary Chemistry.....	2
G1.503, 504, 505		G1.204	
Soil Mechanics.....	6	Sanitary Bacteriology.....	2
		G1.205a, 205b	
		Sanitary Analysis.....	4
G1.601, 602		G1.206a, 206b	
Design of Structures.....	4	Sanitary Laboratory.....	4
	<hr/> 16		<hr/> 16

Elective Courses: Fourteen semester hours may be selected from the preferred elective group given below or from any of the course offerings of the Graduate Division, provided the student has the required preparation and/or prerequisites.

Preferred Electives

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
G1.211, 212		G2.200	
Advanced Hydraulics.....	4	Advanced Mechanics of Materials...	2
G1.213, 214		G2.201, 202	
Hydrology.....	4	Theory of Elasticity.....	4
G1.404		G2.203	
Indeterminate Structures.....	2	Elastic Stability.....	2
G1.501, 502		G2.213, 214	
Cement and Concrete Technology...	4	Advanced Dynamics.....	4
G1.506		G14.101, 102	
Soil Testing Laboratory.....	2	Advanced Mathematics.....	4
G1.605			
Prestressed Concrete.....	2		

Mechanical Engineering

Curriculum Requirements for the Degree of Master of Science in Mechanical Engineering

Required Courses: (16 Semester Hours)

(1) MECHANICS MAJOR		(2) HEAT-POWER MAJOR	
	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
G2.201, 202		G2.301, 302	
Theory of Elasticity.....	4	Heat Transfer.....	4
G2.213, 214		G2.311, 312	
Advanced Dynamics.....	4	Advanced Thermodynamics.....	4
G2.211, 212		G2.501, 502	
Vibration Theory		Power Plant Economics.....	4
or: G2.221, 222		G14.101, 102	
Fluid Dynamics	4	Advanced Mathematics.....	4
G14.101, 102			
Advanced Mathematics.....	4		
	16		16

Elective Courses: Eight semester hours must be selected from the preferred elective courses listed below. These preferred elective courses must have the approval of the Chairman of the Department of Mechanical Engineering or the Dean of the Graduate Division. Six additional semester hours may be selected from any of the course offerings of the Graduate Division provided the student has the required preparation and/or prerequisites.

Preferred Electives

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
G2.200		G2.411, 412	
Advanced Mechanics of Materials...	2	Gas Turbines.....	4
G2.203		G2.511, 512	
Theory of Elastic Stability.....	2	Power Plant Design.....	4
G2.205		G2.601	
Experimental Stress Analysis.....	2	Refrigeration.....	2
G2.207		G2.611	
Theory of Plasticity.....	2	Air Conditioning.....	2
G2.217		G2.701, 702	
Non-Linear Vibrations.....	2	Metallography.....	4
G2.225		G2.703, 704, 705	
Dynamics of Viscous Flow.....	2	Advanced Physical Metallurgy.....	6
G2.230		G2.706	
Bearings and Lubrication.....	2	X-Ray Metallography.....	2
G2.240		G2.707, 708	
Advanced Kinematics.....	2	Physics of Metals.....	4
G2.250		G2.740, 741	
Advanced Machine Design.....	2	Theory of Metal Cutting.....	4
G2.260		G2.801	
Dynamical Problems in Machine Design	2	Fundamentals of Instrumentation ...	2
G2.269		G2.802	
Elastic Energy Theory.....	2	Industrial Process Control.....	2
G2.401		G2.803	
Pumps.....	2	Automatic Control Engineering.....	2
G2.402			
Fans and Blowers.....	2		

Electrical Engineering

Curriculum Requirements for the Degree of Master of Science in Electrical Engineering

Required Courses: (16 Semester Hours)

(1) ELECTRONICS-COMMUNICATION MAJOR		(2) ELECTRIC-POWER MAJOR	
	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
G3.401, 402		G3.401, 402	
Transients in Linear Systems.....	4	Transients in Linear Systems.....	4
G3.901, 902		G3.611, 612	
Electric Circuit Theory.....	4	Advanced Electrical Machinery	4
G14.101, 102		G3.911, 912	
Advanced Mathematics.....	4	Electric Power Circuits.....	4
G15.101, 102		G14.101, 102	
Theoretical Physics.....	4	Advanced Mathematics.....	4
	<hr/> 16		<hr/> 16

Elective Courses: Eight semester hours must be selected from the following preferred elective courses in the student's major field. Six additional semester hours may be selected from any of the course offerings of the Graduate Division provided the student has the required preparation and/or prerequisites

Preferred Electives

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
G3.101, 102, 103		G3.501, 502	
Servomechanisms.....	6	Communication Theory.....	4
G3.201, 202		G3.503	
Pulse Circuits.....	4	Filtering and Prediction.....	2
G3.204		G3.505	
Digital Computer Coding & Logic...	2	Engineering Acoustics.....	2
G3.211		G3.601, 602	
Low-Frequency TV Circuits.....	2	Industrial Electronics.....	4
G3.212		G3.605, 606	
High-Frequency TV Circuits.....	2	Transistor Circuit Engineering.....	4
G3.215		G3.613	
Computing & Control Devices.....	2	Electronic Control.....	2
G3.221, 222		G3.701, 702	
Radar Engineering.....	4	Electronic Engineering.....	4
G3.231, 232		G3.703, 704	
Switching Circuits.....	4	Principles of Microwave Tubes.....	4
G3.301, 302		G3.705	
Theory of Microwaves.....	4	Electron Tube Engineering.....	2
G3.311		G3.801, 802	
High-Voltage Engineering.....	2	Applications of Microwaves.....	4
G3.403		G3.915	
Transients in Linear Systems.....	2	Electric Power Distribution.....	2
G3.411		G3.951, 952	
Power System Stability.....	2	Topics in Electrical Engineering....	4
G3.412		G15.415, 416	
Protective Relaying.....	2	Missile Guidance and Control.....	4

Engineering Management

Curriculum Requirements for the Degree of Master of Science in Engineering Management

Required Courses: (16 Semester Hours)

	<i>Sem. Hrs.</i>
G5.101 Analysis of the Industrial Enterprise.....	2
G5.102 Engineering Economy.....	2
G5.201 Finance.....	2
G5.202 Industrial Budgeting.....	2
G5.203 Industrial Forecasting.....	2
G5.301 Manufacturing Analysis.....	2
G5.401 Marketing.....	2
G5.601 Human Factors in Industrial Operations.....	2
	<hr/> 16

Elective Courses: Four semester hours must be selected from the following preferred elective courses in the student's major field. Ten additional semester hours may be selected from any of the course offerings of the Graduate Division provided the student has the required preparation and/or prerequisites.

Preferred Electives:

	<i>Sem. Hrs.</i>
G5.103 Engineering and Research Administration.....	2
G5.104 Engineering Surveys and Reports.....	2
G5.105 Seminar in Engineering and Industrial Economics.....	2
G5.106 Executive Development.....	2
G5.303 Tool Engineering.....	2
G5.304 Advanced Work Measurement.....	2
G5.305 Advanced Quality Control I.....	2
G5.306 Advanced Quality Control II.....	2
G5.501, 502 Introduction to Operations Research.....	4
G5.602 Seminar in Contemporary Industrial Problems.....	2
G3.204 Digital Computer Coding and Logic.....	2
G14.101, 102 Advanced Mathematics.....	4
G14.220 Statistics for Engineers.....	2
G14.230 Probability.....	2

Chemistry

Curriculum Requirements for the Degree of Master of Science in Chemistry

Required Courses: (16 Semester Hours)

	<i>Sem. Hrs.</i>
G11.111, 112 Advanced Inorganic Chemistry.....	4
G11.235, 236 Advanced Organic Chemistry.....	4
G11.240 Mechanism of Organic Reactions.....	2
G11.331, 332, 333 Advanced Physical Chemistry.....	6
	<hr/> 16

Elective Courses: Six semester hours must be selected from chemistry course offerings. Eight additional semester hours may be selected from any of the course offerings of the Graduate Division provided the student has the required preparation and/or prerequisites.

Mathematics-Physics

Curriculum Requirements for the Degree of Master of Science in Mathematics-Physics

Required Courses: (16 Semester Hours)

	<i>Sem. Hrs.</i>
G14.101, 102 Advanced Mathematics.....	4
G14.320 Complex Variables.....	2
G15.101, 102 Theoretical Physics.....	4
G15.111, 112 Mathematical Physics.....	4
G15.200 Modern Physics.....	2
	<hr/> 16

Elective Courses: Fourteen semester hours may be selected from among the Mathematics and Physics courses. However, students majoring in Mathematics-Physics are encouraged to minor in Communications or some other field of engineering, but may select only such courses in those fields for which they have the proper preparation and/or prerequisites.

Communications

Curriculum Requirements for the Degree of Master of Science in Communications

Required Courses: (16 Semester Hours)

		<i>Sem. Hrs.</i>
G3.501, 502	Communication Theory.....	4
G3.901, 902	Electric Circuit Theory.....	4
G14.101, 102	Advanced Mathematics.....	4
G15.101, 102	Theoretical Physics.....	4
		<hr/> 16

Elective Courses: Eight semester hours must be selected from the following preferred elective courses. Six additional semester hours may be selected from any of the course offerings of the Graduate Division provided the student has the required preparation and/or prerequisites.

Preferred Electives

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
G3.201, 202		G3.605, 606	
Pulse Circuits.....	4	Transistor Circuit Engineering.....	4
G3.204		G3.701, 702	
Digital Computer Coding & Logic...	2	Electronic Engineering.....	4
G3.211, 212		G3.703, 704	
Television Circuits.....	4	Principles of Microwave Tubes.....	4
G3.215		G3.801, 802	
Computing & Control Devices.....	2	Application of Microwaves.....	4
G3.221, 222		G14.221	
Radar Engineering.....	4	Mathematical Statistics.....	2
G3.231, 232		G14.230	
Switching Circuits.....	4	Probability.....	2
G3.301, 302		G14.241	
Theory of Microwaves.....	4	Modern Algebra.....	2
G3.401, 402, 403		G15.225	
Transients in Linear Systems.....	6	Physics of Semiconductors.....	2
G3.503		G15.231, 232	
Filtering and Prediction.....	2	Solid State Physics.....	4
G3.505		G15.503, 504	
Engineering Acoustics.....	2	Electromagnetic Theory.....	4

Summary of Graduate Courses

Civil Engineering

Course Number

G1.201, 202	Sanitary Engineering
G1.203	Sanitary Chemistry
G1.204	Sanitary Bacteriology
G1.205a, 205b	Sanitary Analysis
G1.206a, 206b	Sanitary Laboratory
G1.211, 212	Advanced Hydraulics
G1.213, 214	Hydrology
G1.401, 402, 403, 404	Indeterminate Structures
G1.501, 502	Cement and Concrete Technology
G1.503, 504, 505	Soil Mechanics and Foundation Engineering
G1.506	Soil Testing Laboratory
G1.601, 602	Design of Structures
G1.605	Prestressed Concrete

Mechanical Engineering

Course Number

G2.200	Advanced Mechanics of Materials
G2.201, 202	Theory of Elasticity
G2.203	Theory of Elastic Stability
G2.205	Experimental Stress Analysis
G2.207	Theory of Plasticity
G2.211, 212	Vibration Theory and Applications
G2.213, 214	Advanced Dynamics
G2.217	Non-Linear Vibrations
G2.221, 222	Fluid Dynamics
G2.225	Dynamics of Viscous Flow
G2.230	Bearings and Lubrication
G2.240	Advanced Kinematics
G2.250	Advanced Machine Design
G2.260	Dynamical Problems in Machine Design
G2.269	Elastic Energy Theory
G2.301, 302	Heat Transfer
G2.311, 312	Advanced Thermodynamics
G2.401	Pumps
G2.402	Fans and Blowers
G2.411, 412	Gas Turbines
G2.501, 502	Power Plant Economics
G2.511, 512	Power Plant Design
G2.601	Refrigeration
G2.611	Air Conditioning
G2.701, 702	Metallography
G2.703, 704, 705	Advanced Physical Metallurgy
G2.706	X-Ray Metallography
G2.707, 708	Physics of Metals
G2.740, 741	Theory of Metal Cutting
G2.801	Fundamentals of Instrumentation
G2.802	Industrial Process Control
G2.803	Automatic Control Engineering

Electrical Engineering

Course Number

G3.101	Servomechanisms Theory
G3.102	Advanced Servomechanisms
G3.103	Advanced Feedback Control Systems
G3.201, 202	Pulse Circuits
G3.204	Digital Computer Coding and Logic
G3.211	Low-Frequency Television Circuits
G3.212	High-Frequency Television Circuits
G3.215	Computing and Control Devices
G3.221, 222	Radar Engineering
G3.231, 232	Switching Circuits
G3.301, 302	Theory of Microwaves
G3.311	High-Voltage Engineering
G3.401, 402, 403	Transients in Linear Systems
G3.411	Power System Stability
G3.412	Protective Relaying, as Applied to Power Systems
G3.501, 502	Communication Theory
G3.503	Filtering and Prediction
G3.505	Engineering Acoustics
G3.601, 602	Industrial Electronics
G3.605, 606	Transistor Circuit Engineering
G3.611, 612	Advanced Electrical Machinery
G3.613	Electronic Control of Power Equipment
G3.701, 702	Electronic Engineering
G3.703, 704	Principles of Microwave Tubes
G3.705	Electron Tube Engineering
G3.801, 802	Application of Microwaves
G3.901, 902	Electric Circuit Theory
G3.911, 912	Electric Power Circuits
G3.915	Electric Power Distribution
G3.951, 952	Topics in Electrical Engineering

Chemical Engineering

Course Number

G4.090, 091	Principles of Chemical Engineering
G4.241	Corrosion Fundamentals
G4.301, 302	Design Engineering for Chemical Processes
G4.503	Chemical Data Estimation
G4.611, 612	High-Polymer Theory and Practice

Engineering Management

Course Number

G5.101	Analysis of the Industrial Enterprise
G5.102	Engineering Economy
G5.103	Engineering and Research Administration
G5.104	Engineering Surveys and Reports
G5.105	Seminar in Engineering and Industrial Economics
G5.106	Executive Development
G5.201	Finance
G5.202	Industrial Budgeting
G5.203	Industrial Forecasting
G5.301	Manufacturing Analysis

Course Number

G5.303	Tool Engineering
G5.304	Advanced Work Measurement
G5.305	Advanced Quality Control I
G5.306	Advanced Quality Control II
G5.401	Marketing
G5.501, 502	Introduction to Operations Research
G5.601	Human Factors in Industrial Operations
G5.602	Seminar in Contemporary Industrial Problems

*Chemistry**Course Number*

G11.111, 112	Advanced Inorganic Chemistry
G11.235, 236	Advanced Organic Chemistry
G11.240	Mechanism of Organic Reactions
G11.244, 245	Biochemistry
G11.331, 332, 333	Advanced Physical Chemistry
G11.340	Nuclear Chemistry
G11.412	Theory of Optical Methods of Chemical Analysis
G11.413	Theory of Electrochemical Methods of Analysis

*Mathematics**Course Number*

G14.50	Introduction to Differential Equations
G14.101, 102	Advanced Mathematics
G14.200	Numerical and Graphical Methods for Engineers
G14.203	Nomography
G14.205	Difference Equations
G14.207	Modern Computational Methods
G14.220	Statistics for Engineers
G14.221	Mathematical Statistics
G14.224	Design and Analysis of Statistical Experiments
G14.230	Probability
G14.240	Matrix Theory
G14.241	Modern Algebra
G14.245	Group Theory and Applications
G14.300	Fourier Series and Boundary Value Problems
G14.310	Vector Analysis
G14.320	Functions of a Complex Variable
G14.321	Advanced Complex Variables
G14.323	Theory of Functions of a Real Variable
G14.330	Modern Operational Methods
G14.340	Calculus of Variations
G14.510	Intermediate Differential Equations
G14.530	Partial Differential Equations
G14.540	Non-Linear Differential Equations
G14.550	Integral Equations
G14.600	Differential Geometry
G14.700	Topology
G14.901, 902	Topics in Mathematics

Physics

Course Number

G15.101, 102	Theoretical Physics
G15.111, 112	Mathematical Physics
G15.123	Introduction to the Theory of Relativity
G15.200	Modern Physics
G15.211, 212	Introduction to Quantum Theory
G15.220	Introduction to Nuclear Physics
G15.222	Advanced Nuclear Physics
G15.225	Physics of Semiconductors
G15.226	Transistor Physics
G15.231, 232	Solid State Physics
G15.240	Applied Spectroscopy
G15.250	Theory of Spectra
G15.315, 316	Theoretical Mechanics
G15.330	Hydrodynamics
G15.400	Vibration and Sound
G15.410	Atmospheric Physics
G15.415, 416	Missile Guidance and Control
G15.503, 504	Electromagnetic Theory
G15.611	Physical Optics
G15.621	Advanced Optics
G15.710	Thermodynamics
G15.720	Kinetic Theory and Statistical Mechanics
G15.741	Chemical Physics
G15.901, 902	Topics in Physics

Communications

(See the courses listed under Electrical Engineering, Mathematics and Physics.)

Description of Graduate Courses

The following synopses of courses of instruction offered by the several departments are given so that prospective students may obtain a comprehensive view of the scope of each course. Preparation courses are indicated in each instance. All courses are not offered every year, but the course offerings will be arranged in such a manner that students who desire to do so may make continuous progress toward the degree.

The number of students enrolled in each class will be limited to permit effective teaching at the graduate level and the University reserves the right to cancel any course for which an insufficient number of students apply. No student may enroll in more than two courses at one time without special permission of the Dean of the Graduate Division.

One semester hour credit is awarded for the work represented by a class meeting for one hour each week for one regular sixteen-week semester. Each of the following courses yields two semester hours credit, except when stated otherwise.

Civil Engineering

The civil engineer who takes up graduate work in this field will find that the graduate treatment of the subject is in the direction of increased comprehensiveness. He will find that some of the topics to which he was introduced as an undergraduate are now taken up with an extended consideration of the variables and parameters involved. Particular features of problems which he encountered in his undergraduate curriculum are now discussed in some detail, and various problems which could not be adequately considered earlier are now investigated. The combination of a systematic study of the methods used in the analysis of problems with a discussion of their practical aspects results in a training which provides the graduate student with a sound and well-rounded background.

G1.201 SANITARY ENGINEERING (*Offered 1957-58, 1st sem.*)

Preparation: A two-semester undergraduate course in Sanitary Engineering

Course Content: The theory and practice of water treatment and the basic design of water treatment works, including: slow sand filtration, sedimentation, coagulation, rapid sand filtration, softening, disinfection, corrosion control, iron removal, and fluoridation.

G1.202 SANITARY ENGINEERING (*Offered 1957-58, 2nd sem.*)

Preparation: G1.201 Sanitary Engineering

Course Content: The theory and practice of sewage treatment and the basic design of sewage treatment works, including: requirements of receiving waters, screening, grit removal, sedimentation, Imhoff tanks, chemical treatment, trickling filters, sand filters, activated sludge process, treatment and disposal of sludge in digesters, drying beds and filters, and disinfection.

G1.203 SANITARY CHEMISTRY (*Offered 1957-58, 1st sem.*)

Preparation: Two semesters of undergraduate General Chemistry

Course Content: An advance course of general chemistry stressing the basic chemical laws as they apply to the field of sanitary engineering. The course would encompass the following: fundamental laws, stoichiometry, gas laws, atomic structure, periodic system, hydrogen, alkali metals, halogens, oxygen group, aluminum group, carbon, nitrogen group, iron and manganese, acidimetric normality, oxidation and reduction, and oxidation potential.

G1.204 SANITARY BACTERIOLOGY (*Offered 1957-58, 2nd sem.*)

Preparation: G1.203 Sanitary Chemistry

Course Content: A course of study in the field of bacteriology with emphasis on those phases of bacteriology employed by the sanitary engineer, namely, growth, form, environment, enzymes, disinfection, carbon cycle, nitrogen cycle, molds, yeasts, iron bacteria, sulphur bacteria, bacteriology of water and sewage, bacteriology of milk, swimming pools, and quantitative bacteriology.

G1.205a SANITARY ANALYSIS (*Offered 1958-59, 1st sem.*)

Prerequisite: G1.203 Sanitary Chemistry and G1.204 Sanitary Bacteriology

Course Content: A laboratory course applying the principles of quantitative chemical analysis to the treatment of water and sewage. "Standard Methods" of analysis of water and sewage (chemical and bacteriological) are employed. The writing and interpretation of sanitary reports are stressed.

G1.205b SANITARY ANALYSIS (*Offered 1958-59, 2nd sem.*)

Preparation: G1.205a Sanitary Analysis

Course Content: A continuation of the laboratory course of G1.205a. Further analysis of water and sewage is pursued. The reporting and interpretation of sanitary reports are again stressed.

G1.206a SANITARY LABORATORY (*Offered 1957-58, 1st sem.*)

Prerequisite: G1.205b Sanitary Analysis

Course Content: A laboratory course studying water purification and the writing of reports on the following topics: aeration, coagulation, odor and taste removal, corrosion, and softening.

G1.206b SANITARY LABORATORY (*Offered 1957-58, 2nd sem.*)

Preparation: G1.206a Sanitary Laboratory

Course Content: A continuation of course G1.205b, but studying sewage treatment and written reports on the following topics: B. O. D., chemical precipitation, sludge filtration, chlorination, activated sludge, and sludge digestion.

G1.211 ADVANCED HYDRAULICS (*Offered 1957-58, 1st sem.*)

Preparation: Two semesters of undergraduate Hydraulics

Course Content: An advanced course in Hydraulics, presenting the following concepts: energy, continuity, momentum, flow nets, significance of the Froude and Reynolds numbers, fluid motion in a closed conduit, open channels, surface resistance, dimensional analysis, dynamic similarity, theory of models, and pipe networks.

G1.212 ADVANCED HYDRAULICS (*Offered 1957-58, 2nd sem.*)

Preparation: G1.211 Advanced Hydraulics

Course Content: A continuation of course G1.211, with further study of open channel flow, backwater curve, drawdown curve, hydraulic jump, location of hydraulic jump, transitions in channels, theory of waves, cavitation, and water hammer.

G1.213 HYDROLOGY (*Offered 1958-59, 1st sem.*)

Preparation: Undergraduate courses in Differential and Integral Calculus

Course Content: A study of the principles of statistical methods as applied to Hydraulic and Sanitary Engineering.

G1.214 HYDROLOGY (*Offered 1958-59, 2nd sem.*)

Preparation: G1.213 Hydrology

Course Content: A continuation of course G1.213, emphasizing the following: the collection and sampling of raw data with an aim to predicting such phenomena as precipitation, run-off, floods, and stream flow. Analysis, correlation, and accuracy of these predictions are studied and compared by arithmetic and graphical methods.

G1.401 INDETERMINATE STRUCTURES (*Offered yearly, 1st sem.*)

Preparation: Undergraduate courses in Differential and Integral Calculus and Theory of Structures

Course Content: Analysis of structures starting with a review of elementary theory, indeterminateness, stability, deflections, and proceeding to the analysis of indeterminate beams and trusses with strain energy (Castigliano), moment area, and theorem of three moments.

G1.402 INDETERMINATE STRUCTURES (*Offered yearly, 2nd sem.*)

Preparation: G1.401 Indeterminate Structures

Course Content: Continuation of course G1.401. Analysis of indeterminate frames, arches, and trusses by virtual work, slope deflection, and moment distribution. Effect of variable stiffness considered. Column analogy.

G1.403 INDETERMINATE STRUCTURES (*Offered yearly, 1st sem.*)

Prerequisite: G1.402 Indeterminate Structures

Course Content: Continuation of course G1.402. Shear and moment distribution in the analysis of broken-story frame building for horizontal and vertical loads. Influence lines for indeterminate frames and trusses. Cables and suspension systems. Circular domes. Planar structure analyzed for loads perpendicular to its plane. Space frameworks. Introduction to Relaxation Methods.

G1.404 INDETERMINATE STRUCTURES (*Offered 1957-58, 2nd sem.*)

Preparation: G1.403 Indeterminate Structures

Course Content: Included in this course are the following: Southwell's Relaxation Method, its application to pin-jointed frameworks and to rigid-jointed frameworks; secondary stresses in trusses, by classical methods and by iterative methods; analysis of towers and cables for electrical transmission lines, catenaries on inclined spans, and bimetallic cables.

G1.501 CEMENT AND CONCRETE TECHNOLOGY*(Offered 1957-58, 1st sem.)**Preparation:* Undergraduate course in Materials of Engineering*Course Content:* The following topics are considered: manufacture, physical and chemical properties of the various types of Portland cement, chemical and physical properties of aggregates, control of concrete materials, concrete mix design methods, factors affecting the properties of plastic concrete and concrete mix control. Three laboratory periods will be held during this semester.**G1.502 CEMENT AND CONCRETE TECHNOLOGY***(Offered 1957-58, 2nd sem.)**Preparation:* G1.501 Cement and Concrete Technology*Course Content:* A continuation of course G1.501, studying the following: physical properties and durability of hardened concrete, effect of aggregate characteristics on properties of concrete, including alkali-aggregate reactions, consideration of admixtures used in concrete manufacture such as air-entrainment, wetting, dispersion, pozzolanic materials, and use of lightweight aggregates. Special topics such as "Pumps-crete" methods, intrusion (Prepakt) concrete, soil cement, and dynamic modulus will be discussed. Two laboratory periods will be held during this semester.**G1.503 SOIL MECHANICS AND FOUNDATION ENGINEERING***(Offered yearly, 1st sem.)**Preparation:* Undergraduate courses in Differential and Integral Calculus*Course Content:* Phase relationships; soil classification and identification; sub-surface explorations; seepage and ground water flow; theory of consolidation.**G1.504 SOIL MECHANICS AND FOUNDATION ENGINEERING***(Offered yearly, 2nd sem.)**Preparation:* G1.503 Soil Mechanics and Foundation Engineering*Course Content:* Stress distribution, settlement analyses; stress deformation and strength properties; stability of slopes and embankments.**G1.505 SOIL MECHANICS AND FOUNDATION ENGINEERING***(Offered yearly, 1st sem.)**Prerequisite:* G1.504 Soil Mechanics and Foundation Engineering*Course Content:* Lateral pressures; retaining wall and bulkhead design; bearing capacity of footings, piers, pile foundations; practical applications; uncertainties in design assumptions.**G1.506 SOIL TESTING LABORATORY** *(Offered 1957-58, 2nd sem.)**Preparation:* G1.503 Soil Mechanics and Foundation Engineering*Course Content:* A laboratory course covering classification tests (Atterberg limits, specific gravity and grain size analysis), compaction, permeability, consolidation, strength characteristics (unconfined compression, triaxial compression and California Bearing Ratio) and field control tests.

G1.601 DESIGN OF STRUCTURES (*Offered yearly, 1st sem.*)

Prerequisite: G1.402 Indeterminate Structures

Course Content: An advanced course in structural design of steel and concrete including: critical inspection of building frames with emphasis on economics and selection of type, loft buildings, tall buildings, mill buildings, wind forces, and riveted and welded wind bracing connections.

G1.602 DESIGN OF STRUCTURES (*Offered yearly, 2nd sem.*)

Preparation: G1.601 Design of Structures

Course Content: A continuation of course G1.601, including the following topics: columns, columns in bending, requirements for lateral support, prestressing in steel and concrete, design of structures for dynamic loads, stress design vs. limit design, and timber design.

G1.605 PRESTRESSED CONCRETE (*Offered 1957-58, 2nd sem.*)

Preparation: Undergraduate course in Reinforced Concrete Design and G1.401 Indeterminate Structures

Course Content: The following topics are considered: basic design concepts, properties of materials used for prestressing, review of research in prestressed concrete, construction practice covering various methods of both pre-tensioning and post-tensioning used to date, discussion of tests, and economics of prestressed concrete.

Mechanical Engineering

The rapid strides that are now taking place in the direct application of scientific techniques to the solution of many modern engineering problems make it imperative that the present-day engineer be competently trained in the fundamentals that are basic to all branches of engineering. For the mechanical engineer, in particular, the task of preparation is, in many respects, unusually severe, for the ramifications of his problems often lead into all branches of engineering and science. Furthermore, a solution which is sufficient today may prove to be inadequate tomorrow. The curricula which have been set up in mechanical engineering, both in heat-power and in mechanics, have been designed with the view in mind of providing the mechanical engineering student with a background which will enable him to meet the challenge of his profession.

G2.200 ADVANCED MECHANICS OF MATERIALS (*Offered yearly, 1st and 2nd sem.*)

Preparation: Strength of Materials

Course Content: Stresses at a point, theories of failure, thick cylinders under elastic and plastic deformation, shear stress distribution, location of shear center, bending stresses due to non-symmetrical loading, bending of flat plates, curved beams, the significance of fatigue, stress concentration, the resistance of materials to stress. Experimental methods and practical problems are discussed.

G2.201 THEORY OF ELASTICITY (*Offered yearly, 1st sem.*)

Preparation: G2.200, Advanced Mechanics of Materials (or equivalent), G14.101 Advanced Mathematics (may take simultaneously).

Course Content: Analysis of stress and strain in two and three dimensions, principal stresses and strains, differential equations of equilibrium, boundary conditions, compatibility equations, stress function, determination of displacements, equilibrium conditions in terms of displacements. Solution of problems in two dimensions.

G2.202 THEORY OF ELASTICITY (*Offered yearly, 2nd sem.*)

Preparation: G2.201 Theory of Elasticity, G14.102 Advanced Mathematics (may take simultaneously).

Course Content: A continuation of G2.201 with application to the solution of problems in three dimensions.

G2.203 THEORY OF ELASTIC STABILITY (*Offered 1958-59, 2nd sem.*)

Prerequisite: G2.202 Theory of Elasticity

Course Content: Buckling of compression members with and without transverse loads; eccentricity and curvature; consideration of loads causing stresses above the elastic limit; buckling of tubes and shells, general failure of columns.

G2.205 EXPERIMENTAL STRESS ANALYSIS (*Offered yearly, 2nd sem.*)

Prerequisite: G2.200 Advanced Mechanics of Materials or equivalent.

Course Content: Theoretical and practical consideration of methods of determining stress distributions. The fundamental theory basic to the various methods will be emphasized and a comparison of the results obtainable by these methods will be made. Photoelasticity, brittle lacquers, strain gauge techniques, and instrumentation are a few of the methods given consideration.

G2.207 THEORY OF PLASTICITY (*Offered 1957-58, 2nd sem.*)

Prerequisite: G2.202 Theory of Elasticity

Course Content: The mathematical theory of plasticity and its engineering applications; the laws of plastic flow; general stress-strain relations, plastic flow in thick-walled bodies, plastic torsion.

G2.211 VIBRATION THEORY AND APPLICATIONS (*Offered 1957-58, 1st sem.*)

Preparation: Differential Equations, Dynamics

Course Content: Single degree of freedom; damping, forced vibration, resonance, phase relationships, vibration isolation, multiple degrees of freedom; free and forced vibration with and without damping, extensional and torsional oscillations and electrical analogies, frequency equation, energy in a vibrating system, energy methods of solution, Rayleigh's Method.

G2.212 VIBRATION THEORY AND APPLICATIONS (*Offered 1957-58, 2nd sem.*)

Preparation: G2.211 Vibration Theory and Applications

Course Content: A continuation of G2.211 including systems with distributed mass and stiffness, critical speeds of shafts, engine balancing, stability criteria, gyroscope, non-linear vibrations, experimental study of vibrations, graphical and semigraphical analysis, Fourier analysis.

G2.213 ADVANCED DYNAMICS (*Offered yearly, 1st sem.*)

Preparation: Dynamics, G14.101 Advanced Mathematics (may take simultaneously)

Course Content: Application of fundamental laws of motion. Dynamics of a particle, rectilinear motions in a resisting medium, linear and non-linear vibrations, motion in a plane, motion of a projectile. Linear and angular momentum, impact.

G2.214 ADVANCED DYNAMICS (*Offered yearly, 2nd sem.*)

Preparation: G2.213 Advanced Dynamics, G14.102 Advanced Mathematics (may take simultaneously)

Course Content: Further applications of laws of motion. Engine balancing, kinetic energy and work, dynamics of systems with constraints, generalized coordinates, LaGrangian Equations, Hamilton's Principle, Euler's Equations, rotation of a rigid body.

G2.217 NON-LINEAR VIBRATIONS (*Offered 1958-59, 1st sem.*)

Prerequisite: G2.212 Vibration Theory, G14.102 Advanced Mathematics

Course Content: Linear vibrations, free vibrations of conservative systems with non-linear restoring forces, effects of damping, forced oscillation of systems with non-linear restoring forces, self-oscillating systems.

G2.221 FLUID DYNAMICS (*Offered yearly, 1st sem.*)

Preparation: Hydraulics, Dynamics, G14.102 Advanced Mathematics

Course Content: Principles of incompressible fluid flow in two and three dimensions, stream function, velocity potential, application of complex variables, analytic functions, orthogonal nets, conformal maps, two and three dimensional flow problems.

G2.222 FLUID DYNAMICS (*Offered yearly, 2nd sem.*)

Preparation: G2.221 Fluid Dynamics

Course Content: Continuation of two dimensional incompressible flow problems by conformal mapping, Blasius theorem, Jonkowski airfoils, Schwarz-Christoffel theorem, free streamlines, Vortex flow, introduction to boundary layer theory.

G2.225 DYNAMICS OF VISCOUS FLOW (*Offered 1957-58, 1st sem.*)

Prerequisite: G2.222 Fluid Dynamics

Course Content: The general Navier-Stokes equations for viscous flow, boundary layer theory, study of the work of von Karman and Blasius, study of flow stability criteria, laminar flow, turbulence, and viscous flow around various bodies.

G2.230 BEARINGS AND LUBRICATION (*Offered 1957-58, 2nd sem.*)

Preparation: Hydraulics, Dynamics

Course Content: Viscosity. Effect of pressure and temperature on viscosity. Flow of fluids in small channels. Hydrostatic methods of lubrication and the hydrodynamic theory of lubrication applied to thrust and journal bearings. Ball and roller bearings. Lubricants and bearing materials.

G2.240 ADVANCED KINEMATICS (*Offered 1958-59, 1st sem.*)**Preparation:** Kinematics**Course Content:** Geometry of constrained motion, with applications to point paths; kinematic analysis and synthesis; types of mechanisms; study of geometry of constrained motion in two and three dimensions.**G2.250 ADVANCED MACHINE DESIGN** (*Offered 1958-59, 1st sem.*)**Preparation:** G2.200 Advanced Mechanics (or equivalent), Dynamics, Machine Design**Course Content:** Analysis, layout, and design of machines and machine parts.**G2.260 DYNAMICAL PROBLEMS IN MACHINE DESIGN** (*Offered 1958-59, 2nd sem.*)**Preparation:** G2.214 Advanced Dynamics**Course Content:** Methods for determining dynamic characteristics of mechanisms. Design of devices for specific velocities and accelerations under given force systems.**G2.269 ELASTIC ENERGY THEORY** (*Offered 1958-59, 2nd sem.*)**Preparation:** G2.200 Advanced Mechanics (or equivalent), G14.102 Advanced Mathematics**Course Content:** Degree of indeterminacy of structures. Distribution of energy and Maxwell's theorem. Curved beams, open and closed rings, columns; least work.**G2.301 HEAT TRANSFER** (*Offered 1957-58, 1st sem.*)**Preparation:** Elements of Heat Transfer, G14.102 Advanced Mathematics**Course Content:** Heat Transfer by conduction in steady state, two dimensional applications, cylindrical coordinates, relaxation method, field mapping solutions, non-steady state conduction, heating and cooling of solids, Schmidt's method and electrical analogy solutions. Radiation, basic definitions, theoretical aspects, application to engineering problems, geometry factor, Hottel's determinant type solutions, gas radiation and furnace design.**G2.302 HEAT TRANSFER** (*Offered 1957-58, 2nd sem.*)**Preparation:** G2.301 Heat Transfer**Course Content:** Dimensional analysis; Reynolds, Prandtl and Nusselt numbers; Reynolds analogy; elements of boundary layer theory and contributions of Prandtl, Taylor, von Karman and Martinelli; forced convection, natural convection, condensation and boiling; Nusselt's derivation; analogy of heat and mass transfer, diffusion of fluids and application to drying problems.**G2.311 ADVANCED THERMODYNAMICS** (*Offered yearly, 1st sem.*)**Preparation:** Thermodynamics, Differential Equations**Course Content:** Laws of thermodynamics, properties of substances, steady and unsteady flow, reversibility, contributions of Carnot and Clausius, ideal gases, gas and steam tables, mixtures of ideal gas, air-water mixtures, processes involving chemical reactions and mixing.

G2.312 ADVANCED THERMODYNAMICS (*Offered yearly, 2nd sem.*)

Preparation: G2.311 Advanced Thermodynamics

Course Content: Thermodynamic relations for pure substances, contributions of Maxwell, Clapeyron, Gibbs, Hemholtz, VanderWaal and Beattie-Bridgman; law of corresponding states; thermodynamics of chemistry, solutions, combustion; equilibrium criteria: unstable, meta-stable, neutral and stable, and critical states; equilibrium of heterogeneous substances, chemical potential, phase rule, osmotic pressure and surface tension.

G2.401 PUMPS (*Offered 1958-59, 1st sem.*)

Preparation: Hydraulics

Course Content: Flow of fluids in pipes and ducts, head on pumps, fans and blowers; development of head, net positive suction head, cavitation and specific speed of pumps; affinity laws, selection of pumps to suit various operating conditions and methods of driving; automatic operation, types of construction and materials used, methods of priming centrifugal pumps, pumping of chemicals, oils and sludges, special problems of pump installation and operation, water hammer in pump discharge lines.

G2.402 FANS AND BLOWERS (*Offered 1958-59, 2nd sem.*)

Preparation: G2.401 Pumps, Thermodynamics

Course Content: Flow of air in pipes and ducts, fan characteristics and laws, various types of fan wheels, inlet and outlet connections, fan capacity control, fan selection and testing. Compression of air and gases, flow in pipes, head on blowers, performance curves, effect of changes in speed and inlet conditions, construction, regulation, selection, installation and testing. Axial flow fans and blowers. Positive pressure blowers.

G2.411 GAS TURBINES (*Offered 1957-58, 1st sem.*)

Preparation: G2.312 Advanced Thermodynamics, G14.102 Advanced Mathematics

Course Content: General thermodynamic, aerodynamic theory of axial flow turbines and compressors, blade and flow path design, leakage seals, radial flow machines. Mechanical design problems of high-speed turbo machinery.

G2.412 GAS TURBINES (*Offered 1957-58, 2nd sem.*)

Preparation: G2.411 Gas Turbines

Course Content: A continuation of G2.411, including the theory and design of heat exchangers, combustors, performance of gas turbine plant under varying operation conditions.

G2.501 POWER PLANT ECONOMICS (*Offered 1957-58, 1st sem.*)

Preparation: Thermodynamics

Course Content: Cost of power and heat as required by various types of factories, hospitals, and other large buildings. Distribution of steam to groups of buildings for the most economical use of steam. Effective use of exhaust and bled steam for process, heat and air conditioning. Costs of power and heat by an isolated plant compared to that of purchased power.

G2.502 POWER PLANT ECONOMICS (*Offered 1957-58, 2nd sem.*)

Preparation: G2.501 Power Plant Economics

Course Content: A continuation of G2.501, including computations covering an isolated steam plant with supplementary Diesel equipment and public utilities breakdown connections.

G2.511 POWER PLANT DESIGN (*Offered 1958-59, 1st sem.*)

Preparation: G2.312 Advanced Thermodynamics

Course Content: Latest development in the theory and design of modern power generation for isolated and central stations. Computations for a small central station involving the size and type of boiler, prime movers, feed water heater, pumps, coal handling equipment.

G2.512 POWER PLANT DESIGN (*Offered 1958-59, 2nd sem.*)

Preparation: G2.511 Power Plant Design

Course Content: A continuation of G2.511, including an analysis and computations covering equipment for an isolated plant, including steam generating units, engines or turbines, condensing equipment, piping and general auxiliaries.

G2.601 REFRIGERATION (*Offered 1957-58, 1st sem.*)

Preparation: Thermodynamics, Elements of Refrigeration

Course Content: A study of refrigeration cycles and their application, properties of refrigerants, design and selection of heat transfer equipment, and control systems.

G2.611 AIR CONDITIONING (*Offered 1957-58, 2nd sem.*)

Preparation: Thermodynamics, Elements of Heating and Air Conditioning

Course Content: Complete review of air and water vapor mixtures. Summer cooling load calculations. Performance characteristics of spray, and extended surface, cooling and dehumidifying equipment. Control equipment for summer cooling and dehumidification systems.

G2.701 METALLOGRAPHY (*Offered yearly, 1st sem.*)

Preparation: Engineering Materials

Course Content: Fundamental principles of metallurgical crystallography, study of binary thermal equilibrium diagrams and effects of non-equilibrium conditions, mechanical working, elastic and plastic deformation, impact, fatigue and creep. Theory of relieving work effects, recovery, grain growth. Corrosion, equilibrium and meta-stable equilibrium diagrams for iron-carbon alloys, microstructure and heat treatment of steel.

G2.702 METALLOGRAPHY (*Offered yearly, 2nd sem.*)

Preparation: G2.701 Metallography

Course Content: Analysis of low-alloy steels, tool steels, high strength heat-resistant iron alloys, cast irons, copper and nickel base alloys, the light metals as aluminum, magnesium and titanium, cemented carbides and other materials including surface treatment, metallic and non-metallic coatings, corrosion, chemical composition, heat treatment and structure.

G2.703 ADVANCED PHYSICAL METALLURGY (*Offered 1957-58, 1st sem.*)

Preparation: Differential Equations and one year of Physical Chemistry or Physical Metallurgy.

Course Content: Nucleation process and structure of castings. Allotropic transformations. Phase rule and applications to binary metallic systems. Metastable equilibria. Principle of lowest free energy. Interpretation of equilibrium diagrams.

G2.704 ADVANCED PHYSICAL METALLURGY (*Offered 1957-58, 2nd sem.*)

Preparation: Differential Equations and one year of Physical Chemistry or Physical Metallurgy

Course Content: Theories of diffusion in the solid state. Experimental techniques and analysis of data. Factors affecting diffusion rates. Mechanisms of diffusion. Gas metal reactions. Theories of oxidation.

G2.705 ADVANCED PHYSICAL METALLURGY (*Offered 1957-58, 1st sem.*)

Preparation: Differential Equations and one year of Physical Chemistry or Physical Metallurgy

Course Content: Recrystallization and grain growth. Theories of nucleation and growth. Solid-solid phase transformations. Theories of age-hardening.

G2.706 X-RAY METALLOGRAPHY (*Offered 1957-58, 2nd sem.*)

Preparation: Differential Equations and one year of Physical Chemistry or Physical Metallurgy

Course Content: Elements of crystallography. Theory of X-ray diffraction. X-ray equipment. Production of X-rays. Powder, single crystal and texture diffraction techniques. Stereographic projections. Applications to metallurgical problems.

G2.707 PHYSICS OF METALS

Preparation: Differential Equations and one year of Physical Chemistry or Physical Metallurgy

Course Content: Elastic and plastic deformation of single crystals and polycrystalline metals. Slip and twinning phenomena. Theories of yield point and fracture. Creep. Theories of dislocation.

G2.708 PHYSICS OF METALS

Preparation: Differential Equations and one year of Physical Chemistry or Physical Metallurgy

Course Content: Electron theory of metals and applications to phase formation. Theories of alloying. Rate processes. Order-disorder reactions.

G2.740 THEORY OF METAL CUTTING (*Offered 1958-59, 1st sem.*)

Preparation: Dynamics, Strength of Materials, Basic Metallurgy

Course Content: Application of principles of solid state physics, mechanics, plasticity, strength of materials, friction and lubrication to the cutting process. The chemical aspects of cutting fluid action.

G2.741 THEORY OF METAL CUTTING (*Offered 1958-59, 2nd sem.*)

Preparation: G2.740 Theory of Metal Cutting

Course Content: Metallurgical aspects of tool and workpiece material affecting the cutting operation. Tool life and wear theory. Thermodynamic conditions at the point of the tool. Grinding theory and grinding temperatures.

G2.801 FUNDAMENTALS OF INSTRUMENTATION (*Offered yearly, 1st sem.*)

Preparation: Bachelor of Science degree

Course Content: Theoretical principles underlying the design and operation of instruments for measurement and/or control. Analysis of stimulus-response relations. Industrial instruments for measurement and control, including those based on pneumatic and electrical mechanisms.

G2.802 INDUSTRIAL PROCESS CONTROL (*Offered 1958-59, 2nd sem.*)

Preparation: G2.801 Fundamentals of Instrumentation

Course Content: Fundamental principles involved in automatic control of industrial processes. Economic considerations. Application of control instruments to obtain automatic control of temperature, pressure, fluid flow, liquid level, humidity, pH.

G2.803 AUTOMATIC CONTROL ENGINEERING (*Offered 1957-58, 2nd sem.*)

Preparation: Differential Equations and G2.801 Fundamentals of Instrumentation

Course Content: Fundamental principles of feedback systems, stability criteria, proportional derivative and integral action, physical components of feedback systems.

Electrical Engineering

The present trend in the field of electrical engineering is toward a greater emphasis on physico-mathematical techniques. Hence, the electrical curricula of the contemporary graduate schools are emphasizing the analytical approach to electrical engineering problems rather than the purely empirical. Accordingly, the courses outlined below have been designed to present particularly the analytical methods used in solving various types of modern electrical engineering problems, without, however, neglecting altogether those practical considerations necessary for engineering application. Where appropriate, laboratory demonstrations and exercises have been included.

G3.101 SERVOMECHANISMS THEORY (*Offered yearly, 1st sem.*)

Preparation: A-C Theory, Dynamics, Transient analysis using Laplace Transforms

Course Content: Quantitative Analysis and synthesis of linear servomechanisms by both the transient and steady-state methods. Use of Laplace Transformation techniques for the formulation and manipulation of transfer functions and signal flow diagrams. Frequency-response analysis with emphasis on vector-contour techniques using linear and logarithmic representation of transfer functions. Adjustments and optimum design considerations using lead and integral compensation techniques.

G3.102 ADVANCED SERVOMECHANISMS (*Offered yearly, 2nd sem.*)

Preparation: G3.101 Servomechanisms Theory

Course Content: Servomechanisms theory embodying advanced analysis and synthesis using logarithmic representation of transfer function vector-contour. Various compensation methods and technique of network design. Study of dynamic characteristics of electrical, mechanical, and hydraulic components used in typical servomechanisms. Quantitative specification, design, and testing of complex feedback control systems. Class demonstrations of typical servomechanisms and components.

G3.103 ADVANCED FEEDBACK CONTROL SYSTEMS (*Offered 1957-58, 1st sem.*)

Preparation: G3.102 Advanced Servomechanisms

Course Content: Advanced studies of feedback control systems using frequency response techniques and compensation design for minimum integral-square error. System design in presence of constraints. Methods of obtaining transient response from frequency response. Introduction to root-locus method. Components performance specification and design. Theory of analysis of non-linear and discontinuous systems. Consideration and study of non-linear effects such as saturation, backlash, and friction. Also, the effects of discontinuities such as sampling and quantization.

G3.201 PULSE CIRCUITS (*Offered yearly, 1st sem.*)

Preparation: Differential Equations, Transients, Electronics, A-C Theory

Course Content: The principles and techniques of pulse-forming circuits as applied to radar, television, digital computation, and pulse-modulation systems are considered. Emphasis is placed on graphical methods for the analysis and design of such basic circuits as limiters, clippers, peakers, multivibrators, sweep generators, and ringing circuits.

G3.202 PULSE CIRCUITS (*Offered yearly, 2nd sem.*)

Preparation: G3.201 Pulse Circuits

Course Content: Extension of the methods of G3.201 to the analysis and design of pulse transformers, blocking oscillators, delay lines, matrix switches, and counting circuits. Such receiver elements as i-f, video, and distributed-line amplifiers are considered. Some discussion of receiver-noise figure and methods of improving signal-to-noise ratio is included.

G3.204 DIGITAL COMPUTER CODING AND LOGIC (*Offered yearly, 1st sem.*)

Preparation: A bachelor's degree in engineering or science

Course Content: This course is designed as a survey of the basic logic and techniques involved in the design and use of digital computers. Topics discussed will include the following: functions of a computer, logical design, basic components, principles of coding, input and output systems.

Considerable time will be spent on the translation of arithmetical and logical operations into digital computer instructions. Examples will be taken from typical business, engineering, scientific, and real-time control problems. It is expected the course will include at least one visit to a large scale computer in the Boston area.

G3.211 LOW-FREQUENCY TELEVISION CIRCUITS (*Offered yearly, 2nd sem.*)

Preparation: Differential Equations, A-C Theory, Basic Electronic Circuits

Course Content: Survey of camera and picture tubes. Analysis of picture standards and of scanning requirements. Electrostatic and electromagnetic deflection and focusing of c-r tubes. Deflection voltage (current) generators. Flyback considerations and television power supplies. Multivibrators, sawtooth and trapezoidal generators. Synchronization requirements and circuits. Blanking signal injection and separation. Laboratory demonstration of the scanning circuits. FM sound section.

G3.212 HIGH-FREQUENCY TELEVISION CIRCUITS (*Offered yearly, 1st sem.*)

Preparation: Differential Equations, A-C Theory, Basic Electronic Circuits

Course Content: Review of amplifier, rectifier, and tuned-circuit principles. Study of the antenna and r-f sections, including noise considerations. Analysis of the video i-f section, including discussion of stagger tuning, tuned amplifier coupling, and traps. Detector and agc circuits; the effect of noise on agc. Video amplifiers and d-c restorers. Laboratory demonstrations of some of the circuits treated above. Principles of color television.

G3.215 COMPUTING AND CONTROL DEVICES (*Offered yearly, 2nd sem.*)

Preparation: G3.202 Pulse Circuits or its equivalent

Course Content: Review of pulse circuit fundamentals. Engineering organization of computers. Boolean algebra; electronic switching circuits, electromechanical components, basic magnetic circuits; reliability techniques; acoustic, electrostatic and magnetic storage techniques; digital control units; transducers, operational-digital techniques; current and future developments.

G3.221 RADAR ENGINEERING (*Offered 1957-58, 1st sem.*)

Preparation: Transients, Basic Electronic Circuits

Course Content: This course emphasizes those circuit aspects of radar engineering not covered in G3.201, 202 Pulse Circuits. Topics considered in detail include pulse receivers, indicators, modulators, magnetrons, and klystrons.

G3.222 RADAR ENGINEERING (*Offered 1957-58, 2nd sem.*)

Preparation: G3.221 Radar Engineering

Course Content: This course covers the practical high-frequency aspects of radar engineering such as r-f lines, waveguides, antenna systems, cavities, and propagation phenomena.

G3.231 SWITCHING CIRCUITS (*Offered 1958-59, 1st sem.*)

Preparation: A Bachelor's degree in Engineering or Science

Course Content: Basic relay networks will be treated by the methods of switching algebra. Combinational, sequential and counting circuits will be given as well as the theory of error detecting and translating circuits.

G3.232 SWITCHING CIRCUITS (*Offered 1958-59, 2nd sem.*)

Preparation: G3.231 Switching Circuits

Course Content: Application of the material covered in G3.231 Switching Circuits. This includes work with iterative networks, sequential circuits, and special coding techniques.

G3.301 THEORY OF MICROWAVES (*Offered yearly, 1st sem.*)

Preparation: G14.102 Advanced Mathematics or its equivalent

Course Content: The static and time-varying electric and magnetic fields. Integral and differential forms of Maxwell's equations, and boundary relations. Scalar and vector potentials. Circuit concepts at high frequencies. Poynting's vector and energy theorems. Development of wave equations. Plane waves in dielectric and conducting media.

G3.302 THEORY OF MICROWAVES (*Offered yearly, 2nd sem.*)

Preparation: G3.301 Theory of Microwaves

Course Content: Development of transmission line equations and their solutions. Transmission line charts. TE and TM modes in hollow rectangular and circular waveguides. The impedance concept, energy density and power flow in waveguides. General microwave-circuit theorems. The termination of a single waveguide. The junction of several waveguides. Impedance and admittance matrices. Scattering matrix.

G3.311 HIGH-VOLTAGE ENGINEERING (*Offered 1958-59, 2nd sem.*)

Preparation: A-C Theory

Course Content: Insulation of the solid and liquid types. Lightning, surge protection in general, and insulation coordination. Corona. Destructive and non-destructive testing methods.

G3.401 TRANSIENTS IN LINEAR SYSTEMS (*Offered yearly, 1st and 2nd sem.*)

Preparation: Differential Equations, A-C Theory, Dynamics

Course Content: Review of the methods employed in writing the integro-differential equations for electric circuits. Network topology and duality. Selected methods for solving algebraic equations of higher degree. Introduction to the methods of transformation calculus and complex-frequency concepts. Application of Laplace transforms to the solution of selected linear lumped-parameter electric circuits.

G3.402 TRANSIENTS IN LINEAR SYSTEMS (*Offered yearly, 1st and 2nd sem.*)

Preparation: G3.401 Transients in Linear Systems

Course Content: Extension of the methods of G3.401 to cover mechanical and electromechanical systems. Feedback principles, servomechanisms, and stability criteria. Response of systems to impulses and repeated functions. Convolution theory. Introduction to complex-variable theory, integration in the complex plane, and the solution of the inversion integral.

G3.403 TRANSIENTS IN LINEAR SYSTEMS (*Offered 1957-58, 2nd sem.*)

Preparation: G3.402 Transients in Linear Systems

Course Content: Additional applications of the methods of transformation calculus to linear lumped-parameter and distributed-parameter systems. Linear difference equations and their application. Advanced circuit techniques and oscillation criteria. Methods of analysis applicable to non-linear systems.

G3.411 POWER SYSTEM STABILITY (*Offered 1957-58, 1st sem.*)

Preparation: Polyphase A-C Circuits, A-C Machinery

Course Content: Includes a study of steady-state power limits and transient stability of electric power systems.

G3.412 PROTECTIVE RELAYING, AS APPLIED TO POWER SYSTEMS

(*Offered 1957-58, 2nd sem.*)

Preparation: Polyphase A-C Circuits, A-C Machinery

Course Content: Types of relays, calculation of short-circuit currents, the selection of the proper relay, and the solution of practical relaying problems.

G3.501 COMMUNICATION THEORY (*Offered yearly, 1st sem.*)

Prerequisite: G14.102 Advanced Mathematics, or G3.402 Transients in Linear Systems, or G3.902 Electric Circuit Theory

Course Content: First of two courses on Communication Theory to present engineering analysis of statistical communication problems. Generalized harmonic analysis of signals. Relation between power spectrum and correlation function. Sampling theorem in time and frequency domain. Use of signal space. Modulation considered as a process of remapping of signals. Spectrum, noise and interference in amplitude, angular and pulse modulation. A short introduction to probability theory.

G3.502 COMMUNICATION THEORY (*Offered yearly, 2nd sem.*)

Preparation: G3.501 Communication Theory

Course Content: Second course on Communication Theory to present engineering analysis of statistical communication problems. Description of random process. Gaussian noise and its properties after passing through linear and non-linear circuits. Theory of inverse probability applied to reception of signal in the presence of noise. Introduction of Information Theory with emphasis on the fundamental theorems of discrete and continuous channels.

G3.503 FILTERING AND PREDICTION (*Offered 1957-58, 1st sem.*)

Prerequisite: G14.102 Advanced Mathematics, or G3.402 Transients in Linear Systems, or G3.902 Electric Circuit Theory

Course Content: Introduction to mathematical statistics from the engineer's viewpoint. Correlation function and power spectrum of periodic, aperiodic and random functions. Theory of filtering and prediction of time series and its application in the design of optimum linear systems, based upon the work of Wiener and Lee, using the least mean-square error criterion.

G3.505 ENGINEERING ACOUSTICS (*Offered 1957-58, 1st sem.*)

Preparation: A-C Theory, Differential Equations

Course Content: The psycho-acoustic aspects of sound, characteristics of sound waves and sound transmission systems. Acoustic transducers, measuring equipment and techniques. Engineering applications.

G3.601 INDUSTRIAL ELECTRONICS (*Offered 1957-58, 1st sem.*)

Preparation: Basic Electronics and Circuits

Course Content: Emission, conduction in gases. Thermionic vacuum and gas tubes, cold-cathode tubes, phototubes and photoelectric cells. Study of the

oscilloscope; electromagnetic and electrostatic deflection and focusing in cathode-ray tubes; sweep circuits, control circuits, etc. Applications of the oscilloscope. Design and analysis of electronic circuits employing phototubes, pulsed-light sources, etc.

G3.602 INDUSTRIAL ELECTRONICS (*Offered 1957-58, 2nd sem.*)

Preparation: G3.601 Industrial Electronics

Course Content: Review of meter movements. Electronic instrumentation and measurements. Magnetic control devices. Consideration of recently developed circuit elements including saturable reactors, etc. Magnetic amplifiers.

G3.605 TRANSISTOR CIRCUIT ENGINEERING (*Offered yearly, 1st sem.*)

Preparation: Basic Electronics and Electric Circuits

Course Content: Non-mathematical introduction to transistor physics. Equivalent circuits and mathematical analysis of basic amplifier configurations. D-C bias circuits. Noise.

G3.606 TRANSISTOR CIRCUIT ENGINEERING (*Offered yearly, 2nd sem.*)

Preparation: G3.605 Transistor Circuit Engineering

Course Content: Design of audio and power amplifiers. High-frequency operation, radio-frequency amplifiers, and oscillators. Switching circuits.

G3.611 ADVANCED ELECTRICAL MACHINERY (*Offered yearly, 1st sem.*)

Preparation: A-C Theory, A-C and D-C Machinery

Course Content: Analytical development of the principles of operation of rotating electrical machinery. Special topics in the operation of D-C machines and A-C synchronous machines.

G3.612 ADVANCED ELECTRICAL MACHINERY (*Offered yearly, 2nd sem.*)

Preparation: G3.611 Advanced Electrical Machinery

Course Content: Special topics in the operation of transformers, A-C asynchronous machines, and fractional-horsepower machines. Transient operation of electrical machines. Theory of dynamic operation of electrical machines in servomechanisms and control systems.

G3.613 ELECTRONIC CONTROL OF POWER EQUIPMENT (*Offered 1957-58, 2nd sem.*)

Preparation: Basic Electronic Circuits, D-C Machinery

Course Content: Fundamentals of application of industrial control equipment; induction and dielectric heating; regulation and control devices, industrial rectifiers and inverters.

G3.701 ELECTRONIC ENGINEERING (*Offered 1957-58, 1st sem.*)

Preparation: Basic Electronics and Circuits, G3.402 Transients in Linear Systems

Course Content: Laplace transform theory is extended to cover linear active circuits, with emphasis on stability considerations. Signal-flow graphs, Nyquist diagrams, log-db plots, and root-locus methods are considered. The methods are illustrated by examples from stagger-tuned amplifiers, selective R-C amplifiers, pulse amplifiers, computer amplifiers, and d-c amplifiers.

G3.702 ELECTRONIC ENGINEERING (*Offered 1957-58, 2nd sem.*)

Preparation: G3.701 Electronic Engineering

Course Content: The use of Laplace transform theory and active circuit theory in the design of vacuum-tube and transistor amplifiers which must meet exacting requirements of some sort. Stagger-tuned amplifiers with maximum gain-bandwidth product, pulse amplifiers with maximum linear ranges, amplifiers with crystal and mechanical filters, and amplifiers with minimum noise and maximum sensitivity.

G3.703 PRINCIPLES OF MICROWAVE TUBES (*Offered 1957-58, 1st sem.*)

Preparation: Field Theory, G14.102 Advanced Mathematics

Course Content: Review of vector analysis and field theory. Comparison of waveguides and slow-wave structures. Electron motion in static fields. Space charge in simple geometries. Space charge in beams — beam spreading and focusing.

G3.704 PRINCIPLES OF MICROWAVE TUBES (*Offered 1957-58, 2nd sem.*)

Preparation: G3.703 Principles of Microwave Tubes

Course Content: Electron motion in time-varying fields. Space charge waves and velocity modulation. Analyses of some practical forms of traveling wave tubes, klystrons and magnetrons.

G3.705 ELECTRON TUBE ENGINEERING (*Offered 1957-58, 2nd sem.*)

Preparation: Electronics, G14.102 Advanced Mathematics or its equivalent

Course Content: A fundamental treatment emphasizing the non-circuit aspects of electron devices, including vacuum tubes, cathode-ray tubes, storage tubes, electronic computer components, etc.

G3.801 APPLICATION OF MICROWAVES (*Offered 1957-58, 1st sem.*)

Prerequisite: G3.302 Theory of Microwaves

Course Content: Review of microwave circuit theorems. Generalized waveguide theory formulated by Schwinger. Waveguide circuit elements, obstacles and discontinuities. Dielectrics in waveguides. Ferrites in waveguides — the microwave gyrator. Theory of cavity resonator and its equivalent circuits. Radiation of microwaves. Retarded potentials. Far-zone and near-zone fields due to charge and current distributions.

G3.802 APPLICATION OF MICROWAVES (*Offered 1957-58, 2nd sem.*)

Preparation: G3.801 Application of Microwaves

Course Content: Theory of the antenna. The driven antenna as a circuit element. Coupled antennas and transmission lines. The receiving antenna as a circuit element. Antenna arrays. Generation of microwaves. Klystrons and magnetrons. The periodical structures. Traveling-wave amplifiers and oscillators. Microwave measurements, including the measurements of wavelength, frequency, frequency spectrum and impedances. Theory of diffraction of microwaves. Scattering by conducting sphere, cylinder and plane obstacles.

G3.901 ELECTRIC CIRCUIT THEORY (*Offered yearly, 1st sem.*)

Preparation: A-C Circuit Theory, Differential Equations

Course Content: General analysis of N-loop networks by loop current and branch voltage variables using Matrix Algebra. Driving-point and transfer im-

mittances. The two terminal-pair, image parameters, conventional filter theory including constant “k” and “m”-derived filters. Bartlett’s bisection theorem, the symmetrical lattice, and lattice-derived filters.

G3.902 ELECTRIC CIRCUIT THEORY (*Offered yearly, 2nd sem.*)

Preparation: G3.901 Electric Circuit Theory

Course Content: Discussion of the necessary and sufficient conditions for the physical realizability of impedance functions, positive real functions, and Hurwitz polynomials. The Foster and Cauer canonic forms for R-L and R-C networks. The Brune process as well as the work of Darlington, Cauer and Bode are discussed.

G3.911 ELECTRIC POWER CIRCUITS (*Offered 1958-59, 1st sem.*)

Preparation: Polyphase A-C Circuits, A-C Machinery

Course Content: Review computation of line constants. Study of skin and proximity effects. Steady-state analysis of short and long lines by analytical and graphical means. Equivalent circuits. Power-factor correction. Interference with communications and other circuits.

G3.912 ELECTRIC POWER CIRCUITS (*Offered 1958-59, 2nd sem.*)

Preparation: G3.911 Electric Power Circuits or equivalent

Course Content: Fundamentals of symmetrical components. Study of impedance to sequence currents of short and long transmission lines, cables, transformer banks, and machines. Grounding of power systems. Application of symmetrical and related components to steady-state analysis of balanced and unbalanced power circuits.

G3.915 ELECTRIC POWER DISTRIBUTION (*Offered 1957-58, 1st sem.*)

Prerequisite: G3.912 Electric Power Circuits or consent of instructor

Course Content: Loads and their characteristics, including distribution, density, growth, demand, diversity factor, load factor, power factor, power and lighting loads; types of distribution systems, D-C and A-C; primary distribution, including radial and network, substation location, arrangement of primary circuits, regulation, primary voltage; secondary distribution, including radial, network, feeders, transformers, regulation; transformer size, location, loading connections, and characteristics; voltage regulation; protective devices; overhead and underground construction.

G3.951 TOPICS IN ELECTRICAL ENGINEERING

Preparation: Consent of the Department

Course Content: Various topics of recent interest in electrical engineering. The subject matter will vary from year to year.

G3.952 TOPICS IN ELECTRICAL ENGINEERING

Preparation: Consent of the Department

Course Content: Various topics of recent interest in electrical engineering. The subject matter will vary from year to year.

Chemical Engineering

In order to be of service to engineers who are employed in the field of chemical engineering and other allied fields — to assist them in their professional development — the following courses are offered. The offering of these courses does not imply that a master's degree program in chemical engineering will be established. However, the credit for these courses can be submitted under the optional electives in fulfilling the requirements for the Master of Science degree in the other departments upon approval.

G4.090 PRINCIPLES OF CHEMICAL ENGINEERING (*Offered yearly, 1st sem.*)

Preparation: Bachelor of Science Degree (except in Chemical Engineering).

This course is not open for credit to men possessing undergraduate degrees in chemical engineering.

Course Content: Designed to acquaint non-chemical engineers and chemists with the fundamental principles of the science. Unit operations and basic chemical engineering calculations will be stressed. The material studied includes industrial chemical calculations, fluid flow, heat transfer and evaporation.

G4.091 PRINCIPLES OF CHEMICAL ENGINEERING (*Offered yearly, 2nd sem.*)

Preparation: G4.090 Principles of Chemical Engineering

Course Content: A continuation of G4.090. Unit operations of Distillation, Absorption, Extraction, Humidification, Drying, and Separation are covered.

G4.241 CORROSION FUNDAMENTALS (*Offered 1957-58, 1st sem.*)

Preparation: Bachelor of Science degree

Course Content: Economic factors, basic theories, types, behaviors of specific systems and protection against corrosion are studied. Wherever possible, engineering applications of the principles studied are emphasized.

G4.301 DESIGN ENGINEERING FOR CHEMICAL PROCESSES

(*Offered 1957-58, 1st sem.*)

Prerequisite: Bachelor of Science degree in Chemical Engineering or G4.091 Principles of Chemical Engineering

Course Content: An analysis of chemical process design based on methods used by the major design and construction companies. Collection of design data, preparation of the process flow sheet, material and energy balances, initial process specifications and preparation of preliminary bids are covered.

G4.302 DESIGN ENGINEERING FOR CHEMICAL PROCESSES

(*Offered 1957-58, 2nd sem.*)

Preparation: G4.301 Design Engineering for Chemical Processes

Course Content: This course is a continuation of G4.301 and stresses the project engineering aspects of design. Preparation of the final specifications; equipment selection; equipment design and the integration of the design features are factors considered.

G4.503 CHEMICAL DATA ESTIMATION (*Offered 1957-58, 2nd sem.*)

Preparation: Bachelor of Science degree

Course Content: Methods of obtaining physical and thermodynamic properties of chemical compounds and systems without resorting to laboratory investigations. Latest empirical relationships and physical and thermodynamic laws are introduced to obtain data for plant design and other chemical and engineering uses.

G4.611 HIGH-POLYMER THEORY AND PRACTICE (*Offered yearly, 1st sem.*)

Preparation: An undergraduate course in Organic Chemistry and one in Physical Chemistry

Course Content: Basic principles of polymer chemistry. Description and classification of high polymers. Addition and condensation polymerization reactions. Survey of natural and synthetic commercial polymers, including industrial methods of preparation. Introduction to the study of polymer structure and relation of structure to properties.

G4.612 HIGH-POLYMER THEORY AND PRACTICE (*Offered yearly, 2nd sem.*)

Preparation: G4.611 High-Polymer Theory and Practice

Course Content: Rheological, mechanical, thermal, optical, electrical and chemical properties of high polymers. Survey of rubbers, plastics and fibers and their various industrial applications. The major fields in which polymers are used will be discussed. Emphasis will be placed on modern practices and their relation to theoretical principles.

Engineering Management

The increasing technological complexity of present-day manufacturing enterprises has created a demand for a larger number of engineers who are not only technically competent but who also have more than a casual knowledge of many other areas to enable them to undertake satisfactorily high-level managerial responsibilities. There is also a clearly discernible trend toward more objective procedures in managerial control based upon modern mathematical and statistical techniques made possible through the use of high-speed data processing.

To accomplish this end, the following program leading to the Master of Science degree in Engineering Management has been formulated. The requirements for admission call for a Bachelor of Science degree with specification in some field of engineering from an accredited program. In general, holders of the Bachelor of Science degree in Industrial Engineering or an equivalent curriculum will enter the program with the preparation requirements necessary for registration in any of the G5 series of offerings. Holders of other engineering degrees may lack certain preparation requirements for particular courses of this program. In such cases, they may qualify for registration by satisfying these particular deficiencies.

G5.101 ANALYSIS OF THE INDUSTRIAL ENTERPRISE (*Offered 1957-58, 1st sem.*)

Preparation: Industrial Management

Course Content: A comprehensive study of the development and growth of industrial enterprises, both large and small, and the management philosophies

which have spelled success or failure. Recognizing the dynamic growth of our country as a basic major factor in all industrial development, a discussion of the place of major industries in that economy leads to an examination of the competitive relations of the companies within each industry. Quality, price, and service and their concomitant bearing upon costs and profit are studied. Financial statements and what they mean lead into a discussion of fourteen important operating ratios and trends in a wide range of American industry. Data on business failures permit important conclusions as to causes. Planning to meet customers' needs calls for discussion of market and economic research, customer research, product design and styling, and of engineering research and development. Consideration of plant location and manufacturing facilities. Under management philosophy comes first organizational structure and secondly approach to problems, both concerning people, the importance of which cannot be overstressed. Centralized policy and decentralized administration in large organizations, and attendant problems, are examined, and their application in smaller organizations discussed. The approach to problems to use a General Motors term is best described as an attitude of mind — "the inquiring mind." The importance of human relations, the development of executive personnel at all levels is stressed.

G5.102 ENGINEERING ECONOMY (*Offered 1957-58, 2nd sem.*)

Preparation: Any Bachelor of Science degree in Engineering

Course Content: The fundamental objective is to explain the technique of answering the "Will it pay?" question in engineering situations — to answer the fundamental question as to whether a proposed investment in capital goods is likely to be recovered plus a return commensurate with the risk; the effect of income tax considerations on such decisions is explored. The realization is developed that quite a definite body of principles governs the economic aspects of an engineering decision as governs its physical aspects. In the many case problems the time value of money is always a factor, and the variance of points of view of the accountant and the engineer as affecting the solution are clearly brought out. Discussions of replacement economy include consideration of the M.A.P.I. formula and theory.

G5.103 ENGINEERING AND RESEARCH ADMINISTRATION

Preparation: Degree Candidacy and the approval of the instructor

Course Content: The growth of research and research organizations has turned many engineers and scientists into managerial positions. This course covers current developments in the management of research activities and presents the background of engineering, research, and development in industry; the responsibility of management for engineering and research programs; choice of objectives and plans, magnitude of projects and programs, evaluation of research, administration of personnel; engineering and research facilities; relationship of research to other functional areas of the organization. This course is intended to be of special value to individuals interested in planning, organizing, administering and evaluating engineering and research.

G5.104 ENGINEERING SURVEYS AND REPORTS

Preparation: G5.101 Analysis of the Industrial Enterprise

Course Content: Principles and methods employed by engineers in surveying and reporting on existing and proposed industrial operations. Development of criteria for such evaluation. Problems of applying appropriate units of measurement for such criteria. Oral and written reports on an actual industrial survey.

G5.105 SEMINAR IN ENGINEERING AND INDUSTRIAL ECONOMICS

Preparation: Degree Candidacy and the approval of the instructor

Course Content: Examination of major trends in the design of productive operations. Influence of economic, governmental, and other factors in setting limits for changes in industrial operations. Individual studies of selected industries and areas.

G5.106 EXECUTIVE DEVELOPMENT

Preparation: G5.101 Analysis of the Industrial Enterprise

Course Content: The impact of new corporate dimensions — popular ownership, professional management; public responsibility; the customer; ethical standards. The challenge of top-range planning, information for decision making, human motivation, social-political questions impinging on the business community. Managerial philosophies — decentralization and attendant problems; development of men; leading through persuasion not command; integration, teamwork, balanced communications. Sharing the vision of the future.

G5.201 FINANCE

Preparation: G5.101 Analysis of the Industrial Enterprise

Course Content: A study of the financial structure of the American economy and of the financial organization of business units. An analysis of the basic principles governing the financial operations of business, including administrative tools of financial management, and the principles and instruments of short-term and long-term financing. A resume of such topics as methods of valuing a business, promotion, expansion, consolidation, refinancing and reorganization.

G5.202 INDUSTRIAL BUDGETING

Preparation: Industrial Accounting

Course Content: Budgeting in industry today. The introduction of budgeting procedures in business. Preparation, execution, and control of budgets. Sales, inventory, production, expense, cash, research, and investment budgets.

G5.203 INDUSTRIAL FORECASTING

Preparation: Industrial Statistics

Course Content: Forecasting is difficult; no one simple tool, or group of tools, will always work, yet frequently simple devices will suffice. The classical techniques of forecasting — time series, logarithmic trends, linear relationship, multiple correlation — and their relative advantages and disadvantages, pass in review. But particular emphasis is directed toward the necessary requirements and aptitudes of the forecaster himself — his scientific approach, familiarity with the questions to be answered and the uses that will be made of those answers; knowledge of sources of data within and outside of the company; resourcefulness

and ability in developing his own data in the field; devising procedures for pre-testing the product, the advertising, the promotion, the distribution, and most important, the sales performance. Benchmarks, blind product testing, and other devices are discussed. Finally, forecasting as an aid to management in making long-range plans for large-scale national operations.

G5.301 MANUFACTURING ANALYSIS

Preparation: G5.101 Analysis of the Industrial Enterprise

Course Content: The manufacturing plant(s) is first integrated into the overall operation of the industrial enterprise as the basic tool in carrying out its objectives. Emphasis is laid upon possibly the major technical problem for the manufacturer in this period of rapidly accelerating machine technology, and approaching era of "chipless" production, namely, to design his product in such a way not only to secure customer acceptance but to take advantage of the many advances being made in the design of machine tools offering possibilities of cost reduction (vital in the present competitive climate) without lowering quality. Cost reduction has many facets, and the role of both line and staff personnel, from the man on the machine to the engineers and associates who plan and tool up production processes, establish production norms, set up and control quality standards, choose materials and control inventories, set management controls and the accounting and budgetary systems requisite, are examined in detail. The importance of people at all levels and the organizational structure needed to develop ability and initiative through the instrumentalities of responsibility and ambition are stressed. Activities such as purchasing, traffic management, maintenance, and others are covered. Since the right equipment must be installed to do the company's work with the optimum results in terms of capital investments, the way is opened to a discussion of engineering economy, including replacement theory, and the most important of economic considerations, the place of automation in the manufacturing process.

G5.303 TOOL ENGINEERING

Preparation: Bachelor of Science degree in Industrial or Mechanical Engineering or equivalent

Course Content: Far advanced as an art, and still utilizing many empirical solutions of its problems, tool engineering now applies engineering techniques to a greatly widened concept of its responsibilities. Process planning and the economic aspects of "tooling up" for both large and small volume production, including an introduction to the use of M.T.M. in tool design, forms the core of this course. Discussed is the new era in machine technology bringing "chipless" production closer — precision casting, forging, and cold drawing of metals; new techniques in die casting; extrusion; hydro-forming — as well as the older machining processes, blanking, forming, swaging, etc. Decisions involving materials, machine tools, small tools, assembly, as affecting cost cutting, increased production, labor saving and production design are treated. Dimensional analysis, single point tools, jigs, fixtures, dies, cutting tools, gages, clamping principles are reviewed. The course is further intended to bridge the serious gap in many organizations between the "theoretical" designer and the "practical" tool room specialist.

G5.304 ADVANCED WORK MEASUREMENT

Preparation: Bachelor's degree in Industrial Engineering or equivalent

Course Content: Critical evaluation of methods and time study procedures and research techniques including systems analysis, memo-motion, work sampling, construction of standard data, conveyor line balancing and multiple machine operations. Curve and nomograph construction, multi-variable charts. Pre-determined time systems. Financial and non-financial incentives.

G5.305 ADVANCED QUALITY CONTROL I

Preparation: G5.301 Manufacturing Analysis

Course Content: Inspection versus quality control. Standards of quality. Economics of quality. Organization for quality control. Acceptance of quality-inspector's errors. Paper work involved. Process capability analysis — the Span Plan. Analysis of results.

G5.306 ADVANCED QUALITY CONTROL II

Preparation: G5.305 Advanced Quality Control I

Course Content: Total quality control. Statistical aspects of design, production, and measurement. Assembly tolerances, detection of causes of defects. Control charts for continuous variates, fraction defective, and number of defects. Bases for selection of sampling plans, and critical evaluation of various plans.

G5.401 MARKETING

Preparation: G5.101 Analysis of the Industrial Enterprise

Course Content: The structure and operation of our distributing mechanism and the functioning of its various parts. The Federal Trade Commission and its enforcement of interstate commerce and foreign trade legislation as affecting trade practices; trade association activities, permissive and barred. Various aspects of marketing, such as, product development, market research, direction of the sales force, advertising, warehousing, and other distribution costs, all as affected by competitive pricing and distribution policies. The role of service. Value from the buyer's standpoint.

G5.501**G5.502 INTRODUCTION TO OPERATIONS RESEARCH**

Preparation: G14.220 Statistics for Engineers, G14.230 Probability

Course Content: A short intensive survey of methods, techniques, and tools of Operations Research with emphasis on applications to business and industry. Extensive use of case histories. The course will provide a foundation for development of technical competence in Operations Research, but will not itself provide such competence. It is designed to produce an understanding of how and where Operations Research can be used.

Introductory material presents the history and nature of Operations Research with illustrative cases showing its essential characteristics; setting up the problem-analysis of organization, weighing of objectives; methodology of model construction; analytical and numerical solutions; Monte Carlo procedures; inventory models; linear programming; replacement and maintenance; waiting line; information processing models; theory of games; testing the model and solution; putting results to work. Administration.

G5.601 HUMAN FACTORS IN INDUSTRIAL OPERATIONS

Preparation: Bachelor's degree in Industrial Engineering or equivalent

Course Content: Consideration of the knowledge and methods used in understanding and managing human problems in industry. Emphasis on the effects of patterns of human organization on morale and productivity of individual workers and departments. Such matters will be discussed as: conditions of security, source of work satisfaction and dissatisfaction, such signs of maladjustment as turnover, absenteeism, restricted output, accident; communication; use of psychological tests, merit evaluation, counseling, interviewing both introductory and terminal, industrial conflict, leadership.

G5.602. SEMINAR IN CONTEMPORARY INDUSTRIAL PROBLEMS

Preparation: Degree Candidacy and the approval of the instructor

Course Content: Study of contemporary industrial and economic issues and developments. Development of facility in appraisal of current trends. Stimulation of interest in business relationships with government, labor, and the public.

Chemistry

As one of the fundamental sciences, chemistry has played and continues to play a vital role in many branches of technology. Many of the complex problems facing the present scientist and engineer have their solution in terms of chemical concepts. The graduate courses in chemistry are designed to give training in the theoretical and practical aspects of the various fields of chemistry.

G11.111 ADVANCED INORGANIC CHEMISTRY (*Offered yearly, 1st sem.*)

Preparation: One year of Physical Chemistry and one year of Inorganic Chemistry

Course Content: Periodic classification of the elements, characteristics based on electronic structure, complex ion formation, oxidation-reduction, chemistry of the non-metals.

G11.112 ADVANCED INORGANIC CHEMISTRY (*Offered yearly, 2nd sem.*)

Preparation: One year of Physical Chemistry and one year of Inorganic Chemistry

Course Content: Chemistry of the metals, types of compounds and their properties.

G11.235 ADVANCED ORGANIC CHEMISTRY (*Offered yearly, 1st sem.*)

Preparation: One and one-half years of Organic Chemistry

Course Content: Discussion of modern valence theory which leads to the electronic theory of organic chemistry. This theory is made the basis of a study of aromatic substitutions and acids and bases.

G11.236 ADVANCED ORGANIC CHEMISTRY (*Offered yearly, 2nd sem.*)

Preparation: One and one-half years of Organic Chemistry

Course Content: Study of free radicals and the reactions of unsaturated organic substances. Short treatment of fundamental polymerization theory.

G11.240 MECHANISM OF ORGANIC REACTIONS (*Offered yearly, 2nd sem.*)

Preparation: One and one-half years of Organic Chemistry

Course Content: Consideration of the fundamental factors influencing the course of a chemical reaction. Study of the structural environment changes in mechanisms of organic reactions.

G11.244 BIOCHEMISTRY (*Offered 1957-58, 1st sem.*)

Preparation: One year of Organic Chemistry

Course Content: The structure and reactions of proteins, amino acids, carbohydrates, liquids. Reactions involved in biological oxidation and in metabolism.

G11.245 BIOCHEMISTRY (*Offered 1957-58, 2nd sem.*)

Preparation: One year of Organic Chemistry

Course Content: The structure and reactions of heterocyclic compounds, nuclear acids and enzymes. Reactions of these compounds in metabolism. Role of vitamins, hormones, and minerals in metabolism.

G11.331 ADVANCED PHYSICAL CHEMISTRY (*Offered yearly, 1st sem.*)

Preparation: One year of Physical Chemistry

Course Content: The laws of thermodynamics, chemical equilibrium, the phase rule, electrochemistry, kinetic theory of gases.

G11.332 ADVANCED PHYSICAL CHEMISTRY (*Offered yearly, 2nd sem.*)

Preparation: One year of Physical Chemistry

Course Content: Atomic structure and spectra; introduction to wave mechanics; molecules; introduction to chemical statistics; solids, liquids, nuclear chemistry.

G11.333 ADVANCED PHYSICAL CHEMISTRY

(*Offered yearly, 1st sem.*)

Preparation: G11.331 Advanced Physical Chemistry and G11.332 Advanced Physical Chemistry

Course Content: Study of chemical kinetics, photochemistry, surface chemistry and properties of the colloidal state.

G11.340 NUCLEAR CHEMISTRY (*Offered 1958-59, 1st sem.*)

Preparation: One year of Physical Chemistry

Course Content: Nuclear compositions, study of isotopes, natural and artificial radioactivity, nuclear reactions.

G11.412 THEORY OF OPTICAL METHODS OF CHEMICAL ANALYSIS

(*Offered 1958-59, 1st sem.*)

Preparation: One year of Physical Chemistry

Course Content: Theory of emission and absorption spectroscopy, spectrophotometry, colorimetry, microscopy, and refractometry as applied to chemical analysis.

G11.413 THEORY OF ELECTROCHEMICAL METHODS OF ANALYSIS

(*Offered 1958-59, 2nd sem.*)

Preparation: One year of Physical Chemistry

Course Content: Theory of potentiometry, conductivity, polarography, amperometry, coulometry, and oscillometry as applied to chemical analysis.

Mathematics

The study of advanced engineering mathematics presupposes a background in mathematics through the elementary theory of ordinary differential equations, devoted to the study of the standard methods of manipulating the common types of ordinary differential equations. The treatment of advanced mathematics for engineering students should be in accord with the fundamental fact that it is to be useful to the engineer, either in direct application or as training in analytical thinking. However, in view of the recent great impetus given to the application of abstract mathematical techniques to the solution of technical problems, it is difficult to establish the criteria and bounds of usefulness. It might even be stated that there is no branch of mathematics so abstruse that it cannot be put to some use in solving some particular engineering problem.

G14.50 INTRODUCTION TO DIFFERENTIAL EQUATIONS

(Offered yearly, 1st and 2nd sem.)

Preparation: Differential and Integral Calculus

Course Content: This course is designed for those students whose undergraduate mathematical preparation is weak because they have not had differential equations or because they have been away from formal mathematical work for some time. The course reviews the theory of differentiation and integration and develops some of the methods available for solving ordinary differential equations. (This two (2) semester hour course may be required of certain graduate students; however, it cannot be used in fulfilling the credit requirements for the master's degree.)

G14.101 ADVANCED MATHEMATICS *(Offered yearly, 1st and 2nd sem.)*

Preparation: Differential Equations

Course Content: Linear ordinary differential equations: linear operators, simultaneous equations, variation of parameters, hyperbolic functions. The Laplace transformation: the inverse transform, convolution, applications, gamma functions. Series solutions of differential equations: power series, method of Frobenius, Bessel functions, Legendre functions.

G14.102 ADVANCED MATHEMATICS *(Offered yearly, 1st and 2nd sem.)*

Preparation: G14.101 Advanced Mathematics

Course Content: Boundary value problems and orthogonal functions: orthogonality, characteristic functions, expansion theorem, Fourier series, Fourier-Bessel series, Legendre series. Vector analysis: algebra of vectors, calculus of vectors, line and surface integrals. Partial differential equations: partial differentiation, linear equations of second order. Solution of partial differential equations of mathematical physics: heat flow, temperature distribution, fluid flow, vibration.

G14.200 NUMERICAL AND GRAPHICAL METHODS FOR ENGINEERS

(Offered yearly, 1st sem.)

Preparation: Differential and Integral Calculus

Course Content: Numerical solution of equations, empirical formulas and curve fitting, least squares, nomographs, graphical methods, interpolation.

G14.203 NOMOGRAPHY (*Offered 1958-59, 2nd sem.*)

Preparation: Differential and Integral Calculus

Course Content: An exposition of the principles and techniques employed in the design and construction of charts for the graphical solution of equations, especially alignment charts.

G14.205 DIFFERENCE EQUATIONS (*Offered yearly, 2nd sem.*)

Preparation: G14.102 Advanced Mathematics or equivalent

Course Content: Formulation and solution of difference equations; approximate solution of engineering problems by finite-difference methods; relaxation techniques; stability and convergence of approximate methods. Applications to elastic systems, electrical networks, filters, potential theory, wave propagation, heat flow, etc.

G14.207 MODERN CALCULATIONAL METHODS (*Offered 1957-58, 1st sem.*)

Preparation: G14.102 Advanced Mathematics

Course Content: A study of various basic mathematical techniques for the numerical analysis of problems in engineering and physics by means of high-speed computing machines. Approximations, interpolation, finite differences, difference equations; relaxation methods.

G14.220 STATISTICS FOR ENGINEERS (*Offered yearly, 2nd sem.*)

Preparation: G14.230 Probability

Course Content: Fundamental statistical methods. Tests of significance and estimation based on large or small samples; simple correlation and linear regression; introduction to analysis of variance and sequential analysis. Application to quality control and other engineering problems.

G14.221 MATHEMATICAL STATISTICS (*Offered 1958-59, 1st sem.*)

Preparation: G14.102 Advanced Mathematics and G14.220 Statistics for Engineers or equivalent

Course Content: Multivariate analysis used to derive distributions of certain sample statistics. Proofs of laws of large numbers and central limit theorem. Optimum properties of tests and estimators; introduction to decision theory.

G14.224 DESIGN AND ANALYSIS OF STATISTICAL EXPERIMENTS (*Offered 1957-58, 1st sem.*)

Prerequisite: G14.220 Statistics for Engineers or equivalent

Course Content: General regression model for experiments involving several variables. Randomized blocks, incomplete blocks, factorial experiments, and other experimental designs with corresponding analysis of variance and covariance.

G14.230 PROBABILITY (*Offered yearly, 1st sem.*)

Preparation: Differential and Integral Calculus

Course Content: Permutations and combinations; addition and multiplication theorems including Bayes' theorem. Discrete and continuous probability distributions including binomial, Poisson and normal with applications.

G14.240 MATRIX THEORY (*Offered 1957-58, 1st sem.*)

Prerequisite: G14.102 Advanced Mathematics or equivalent

Course Content: Linear transformations, linear equations, matrices and bi-

linear forms, quadratic and Hermitian forms. The characteristic value problem and diagonalization of matrices. Applications to physical problems.

G14.241 MODERN ALGEBRA (*Offered 1958-59, 2nd sem.*)

Prerequisite: G14.102 Advanced Mathematics

Course Content: Introduction to the general algebraic properties of groups, rings, ideals, fields, and algebras.

G14.245 GROUP THEORY AND APPLICATIONS (*Offered 1958-59, 2nd sem.*)

Preparation: G14.102 Advanced Mathematics

Course Content: Topics selected from the theories of finite groups, topological groups, group representations. Applications to physical problems in quantum theory, crystallography, and molecular spectra.

G14.300 FOURIER SERIES AND BOUNDARY VALUE PROBLEMS

(*Offered yearly, 2nd sem.*)

Preparation: G14.102 Advanced Mathematics or equivalent

Course Content: A problem course dealing with the application of trigonometric series and integrals and related forms to differential equations and boundary value problems.

G14.310 VECTOR ANALYSIS (*Offered yearly, 1st sem.*)

Preparation: G14.102 Advanced Mathematics or equivalent

Course Content: The theory and method of vector analysis as applied in physics and applied mathematics.

G14.320 FUNCTIONS OF A COMPLEX VARIABLE (*Offered yearly, 1st and 2nd sem.*)

Prerequisite: G14.102 Advanced Mathematics or equivalent

Course Content: The general theory of functions of a complex variable, Cauchy's theorem, Taylor's and Laurent's series, the theory of residues, conformal mapping, the Schwartz-Christoffel transformation.

G14.321 ADVANCED COMPLEX VARIABLES (*Offered yearly, 1st sem.*)

Preparation: G14.320 Functions of a Complex Variable

Course Content: This course continues G14.320 Functions of a Complex Variable and extends the development of the general theory of functions of a complex variable to more advanced topics. Application of the theory to physical and engineering problems.

G14.323 THEORY OF FUNCTIONS OF A REAL VARIABLE

(*Offered 1957-58, 2nd sem.*)

Preparation: G14.102 Advanced Mathematics

Course Content: The real number system, bounds and limits of sequences, continuous functions, a critical study of differentiation and integration, existence theorems.

G14.330 MODERN OPERATIONAL METHODS (*Offered 1958-59, 1st sem.*)

Preparation: G14.102 Advanced Mathematics or equivalent

Course Content: Ordinary and partial differential operators; the Laplace transformation: properties of transforms, application to engineering problems; review of functions of a complex variable, the inversion integral, application to boundary value problems. The finite Fourier transformation.

G14.340 CALCULUS OF VARIATIONS (*Offered 1958-59, 1st sem.*)

Preparation: Theory of Functions or consent of the instructor

Course Content: The minima of simple integrals in non-parametric form in three-space. Necessary and sufficient conditions for a minimum, fields, the Hamilton-Jacobi theory.

G14.510 INTERMEDIATE DIFFERENTIAL EQUATIONS (*Offered 1957-58, 2nd sem.*)

Prerequisite: G14.102 Advanced Mathematics or equivalent

Course Content: Special solvable non-linear equations, linear equations, transformations, and symbolic methods; solutions in series. Riccati's, Bessel's and Legendre's equations.

G14.530 PARTIAL DIFFERENTIAL EQUATIONS (*Offered 1957-58, 2nd sem.*)

Preparation: G14.102 Advanced Mathematics

Course Content: Types of equations which are widely used in engineering. The vibrating string, Laplace's equation, the flow of heat. Fourier series and integrals, Bessel and Legendre functions, orthogonal functions.

G14.540 NON-LINEAR DIFFERENTIAL EQUATIONS (*Offered 1957-58, 2nd sem.*)

Preparation: Consent of the Department

Course Content: The topological methods of Poincaré, the work of van der Pol. Oscillations, non-linear resonance, and other applications.

G14.550 INTEGRAL EQUATIONS (*Offered 1958-59, 1st sem.*)

Preparation: Consent of the Department

Course Content: Linear integral equations, eigen-value theory, relation to infinite systems and differential equations, applications in mechanics and physics.

G14.600 DIFFERENTIAL GEOMETRY (*Offered 1959-60, 1st sem.*)

Preparation: G14.102 Advanced Mathematics or equivalent

Course Content: Differential properties of space curves, developable surfaces, curved surfaces, and systems of curves on surfaces.

G14.700 TOPOLOGY (*Offered 1957-58, 1st sem.*)

Preparation: Consent of the Department

Course Content: Metric spaces; their decompositions and transformations. Various types of cycles and Betti groups in metric spaces. Spaces having local connectedness properties. Homotopy properties.

G14.901 TOPICS IN MATHEMATICS

Preparation: Consent of the Department

Course Content: Various topics of interest in present-day mathematics. The subject matter will vary from year to year.

G14.902 TOPICS IN MATHEMATICS

Preparation: Consent of the Department

Course Content: Various topics of interest in present-day mathematics. The subject matter will vary from year to year.

Physics

Many engineering and scientific organizations now recognize the need for including in their technical staffs persons whose principal training is in the field of physics. In recent years physics has advanced tremendously, and many of the theoretical and abstract concepts of modern physics have already found their way into current engineering practice. The engineer or scientist who has a broad training in the principles and techniques of classical and modern physics will be able to cope more effectively with these engineering-physical problems when they arise.

G15.101 THEORETICAL PHYSICS (*Offered yearly, 1st and 2nd sem.*)

Preparation: G14.102 Advanced Mathematics

Course Content: The basic methods and fundamental theories forming the classical foundation of physics. A mathematical formulation of these concepts illustrates in application the standard fields of physics such as mechanics and electromagnetic fields.

G15.102 THEORETICAL PHYSICS (*Offered yearly, 1st and 2nd sem.*)

Preparation: G15.101 Theoretical Physics

Course Content: This course continues the work of G15.101 with application of the basic concepts of physics to the fields not covered in the first semester, such as thermodynamics, statistical mechanics, hydrodynamics and, if time permits, the extension of these concepts to the more recent fields.

G15.111 MATHEMATICAL PHYSICS (*Offered yearly, 1st sem.*)

Preparation: G15.102 Theoretical Physics

Course Content: The formulation and solution of the partial differential equations of physics. Special emphasis is given to orthonormal functions and their use in the solution of partial differential equations.

G15.112 MATHEMATICAL PHYSICS (*Offered yearly, 2nd sem.*)

Preparation: G15.111 Mathematical Physics

Course Content: This course continues the work of G15.111 and applies and extends the methods developed. An introduction to group theory and its use in the solution of physical problems.

G15.123 INTRODUCTION TO THE THEORY OF RELATIVITY

(*Offered 1957-58, 1st sem.*)

Preparation: G15.102 Theoretical Physics

Course Content: Transformation of coordinate systems. Inertial frames. Failure of Galilean transformations in electromagnetic theory. Lorentz transformations and Relativistic Mechanics. Applications. Principle of equivalence and introduction to the general theory.

G15.200 MODERN PHYSICS (*Offered yearly, 1st and 2nd sem.*)

Preparation: Differential Equations

Course Content: A survey of the historical background of physics leading to the failure of classical physics around 1900. The development of modern physics. This course forms an introduction to relativity, quantum theory, and nuclear physics.

G15.211 INTRODUCTION TO QUANTUM THEORY (*Offered yearly, 1st sem.*)

Preparation: G15.200 Modern Physics and G14.102 Advanced Mathematics

Course Content: Postulational formulation of quantum mechanics. The basic theory in both operator and matrix formulation. An introduction to the philosophy and structure of quantum theory. Application to atomic spectra.

G15.212 INTRODUCTION TO QUANTUM THEORY (*Offered yearly, 2nd sem.*)

Preparation: G15.211 Introduction to Quantum Theory

Course Content: This course continues the work of G15.211. Time independent and time dependent perturbation theory. The use of group theory and application to physical problems.

G15.220 INTRODUCTION TO NUCLEAR PHYSICS (*Offered yearly, 2nd sem.*)

Preparation: G15.200 Modern Physics or equivalent

Course Content: Radioactivity, alpha, beta, and gamma ray spectra. Nuclear structure and nuclear forces. Interaction of charged particles, neutrons, and photons with matter. Detection and measurement of charged particles, neutrons, and photons. Nuclear reactions.

G15.222 ADVANCED NUCLEAR PHYSICS (*Offered 1958-59, 1st sem.*)

Preparation: G14.102 Advanced Mathematics, G15.220 Introduction to Nuclear Physics (or equivalent)

Course Content: Historic outline of the development of nuclear physics. Detection and measurement of radiations. Particle accelerators. Scattering cross sections. The Born approximation. General laws of radioactive decay. Alpha, beta, and gamma rays; their spectra and interaction with matter. General properties of nuclei and theories of nuclear structure and composition. Nuclear forces and statistics. The general and formal theory of nuclear reactions.

G15.225 PHYSICS OF SEMICONDUCTORS (*Offered yearly, 1st sem.*)

Preparation: Differential Equations

Course Content: A study of the mechanisms of conduction in solids, excess electrons and holes as current carriers, n-type and p-type semiconductors, p-n junctions, rectifiers and transistors. Comparison of metals, insulators, and semiconductors from an introductory quantum viewpoint. Considerations of surface states, crystal growth, and the effect of imperfections in crystals.

G15.226 TRANSISTOR PHYSICS (*Offered yearly, 2nd sem.*)

Preparation: G15.225 Physics of Semiconductors or its equivalent

Course Content: Studies of properties of semiconductors, resistivity, mobility and lifetimes of current carriers, Hall Effect, surface effects, traps, scattering, diffusion, structure of barrier layer, currents in barriers, rectifier and transistor theory. Basic theories of wave mechanics and statistical mechanics as applied to semiconductors. Photoelectric effect.

G15.231 SOLID STATE PHYSICS (*Offered 1957-58, 1st sem.*)

Preparation: G15.102 Theoretical Physics

Course Content: This course reviews certain aspects of thermodynamics, statistical mechanics and quantum theory for application to the theory of the solid state and develops the classical and modern theories of the solid state.

G15.232 SOLID STATE PHYSICS (*Offered 1957-58, 2nd sem.*)

Preparation: G15.231 Solid State Physics

Course Content: This course continues the work of G15.231. A study of the optical properties of crystals and metals. Statistical mechanics of electrons. Fermi levels, Brillouin zones and modern theories of conduction. Application to semiconductors and transistors.

G15.240 APPLIED SPECTROSCOPY (*Offered 1957-58, 2nd sem.*)

Preparation: G15.200 Modern Physics

Course Content: A study of the means of producing spectra and the measurement of wave lengths. A study of the instruments and experimental techniques used in spectroscopy. Industrial application of optic infrared, and microwave spectroscopy.

G15.250 THEORY OF SPECTRA (*Offered 1958-59, 1st sem.*)

Preparation: Differential Equations, G15.200 Modern Physics

Course Content: The origin and description of atomic and molecular spectra. The effect on spectra of magnetic and electric fields. Use of molecular symmetry in analyzing Raman and infrared spectra.

G15.315 THEORETICAL MECHANICS (*Not open to Civil and Mechanical Engineering majors*) (*Offered 1958-59, 1st sem.*)

Preparation: G14.102 Advanced Mathematics

Course Content: A study of the fundamental laws of statics and dynamics. The equilibrium state and an introduction to the calculus of variations. Formulation of mechanics according to Newton, Lagrange and Hamilton. Applications.

G15.316 THEORETICAL MECHANICS (*Offered 1958-59, 2nd sem.*)

Preparation: G15.315 Theoretical Mechanics

Course Content: This course continues the work of G15.315 and develops the transformation theory of mechanics. Application to particles and rigid bodies.

G15.330 HYDRODYNAMICS (*Offered 1957-58, 1st sem.*)

Preparation: G15.102 Theoretical Physics

Course Content: An introduction to modern hydrodynamics. A development and discussion of the fundamental equations of ideal and real fluids. Application of conformal mapping. Vortex motion. An introduction to quantum hydrodynamics.

G15.400 VIBRATION AND SOUND (*Offered yearly, 1st sem.*)

Preparation: Differential Equations

Course Content: A general introduction to the theory of vibration and sound for students of physics and engineering, emphasizing the methods of physics in the formulation and solution of vibratory problems.

G15.410 ATMOSPHERIC PHYSICS (*Offered 1958-59, 2nd sem.*)

Preparation: G15.102 Theoretical Physics

Course Content: A rapid survey illustrating the application of physical principles to the earth's atmosphere. Atmospheric structure, atmospheric optics and electromagnetic waves, hydrodynamics of the atmosphere, atmospheric electricity and cosmic rays.

G15.415 MISSILE GUIDANCE AND CONTROL (*Offered 1957-58, 1st sem.*)

Preparation: Theoretical Mechanics, Transients, Basic Electronic Circuits; G14.102 Advanced Mathematics

Course Content: The treatment of this subject will be as a problem in Systems Engineering. Topics to be covered: types of guided missiles; characteristics of earth and atmosphere; radio and infrared waves; transform- and servo-theory.

G15.416 MISSILE GUIDANCE AND CONTROL (*Offered 1957-58, 2nd sem.*)

Preparation: G15.415 Missile Guidance and Control

Course Content: Servo-theory; probability theory; missile motions; information-gathering mechanisms; missile guidance systems.

G15.503 ELECTROMAGNETIC THEORY (*Offered 1957-58, 1st sem.*)

Preparation: G14.102 Advanced Mathematics

Course Content: The classical theory of the electromagnetic field as described by Maxwell's Equations. The problems of electro and magneto statics.

G15.504 ELECTROMAGNETIC THEORY (*Offered 1957-58, 2nd sem.*)

Preparation: G15.503 Electromagnetic Theory

Course Content: This course continues the work of G15.503. Time dependent fields. The basic problems in radiation propagation and diffraction of electromagnetic waves.

G15.611 PHYSICAL OPTICS (*Offered 1959-60, 1st sem.*)

Preparation: Differential Equations

Course Content: Elementary theory of diffraction, refraction, and polarization. An introduction to the electromagnetic theory of optics.

G15.621 ADVANCED OPTICS (*Offered 1957-58, 2nd sem.*)

Preparation: Electromagnetic Theory

Course Content: Electromagnetic theory of optics. Reflection and refraction in crystals and metals. Diffraction theory and applications.

G15.710 THERMODYNAMICS (*Offered 1958-59, 1st sem.*)

Preparation: G14.102 Advanced Mathematics

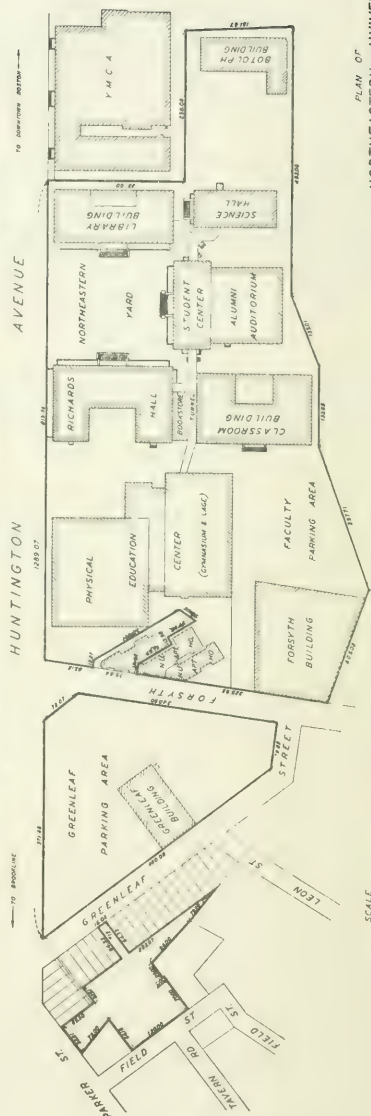
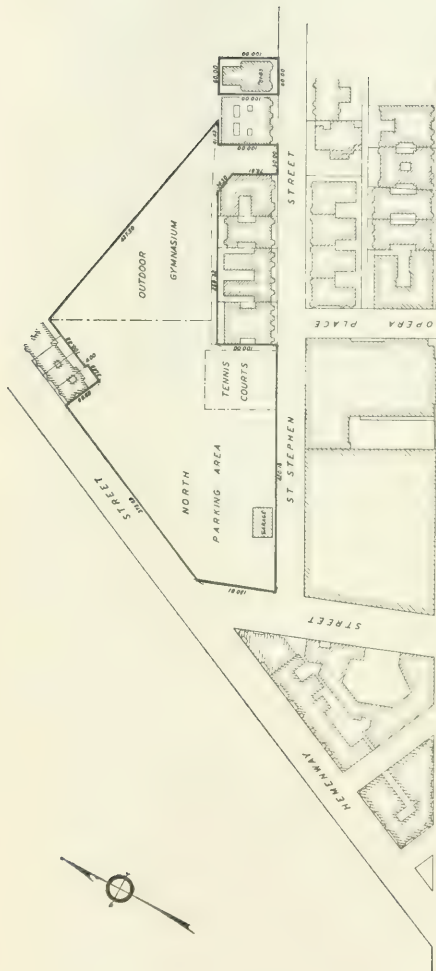
Course Content: A discussion and development of the laws of thermodynamics. Characteristic functions and transformations from one set of variables to another. Introduction of electrical variables and thermo-electricity. Thermodynamic equilibrium and shift from equilibrium.

G15.720 KINETIC THEORY AND STATISTICAL MECHANICS*(Offered 1958-59, 2nd sem.)**Preparation:* Thermodynamics, G14.102 Advanced Mathematics*Course Content:* Development of the thermodynamic laws from the point of view of kinetic theory and statistical mechanics. Discussion of Maxwell-Boltzmann, Fermi-Dirac, and Einstein-Bose statistics.**G15.741 CHEMICAL PHYSICS** *(Offered 1958-59, 2nd sem.)**Preparation:* G14.102 Advanced Mathematics*Course Content:* An introduction to the borderline field between chemistry and physics, as exemplified in thermodynamics, kinetic theory, statistical mechanics, and spectroscopy. Simple systems. Mixtures of simple systems. Equilibrium, shift from equilibrium, and the Gibbs phase rule. Maxwell-Boltzmann, Einstein-Bose, Fermi-Dirac statistics. Atomic and molecular spectra.**G15.901 TOPICS IN PHYSICS***Preparation:* Theoretical Physics*Course Content:* Various topics of interest in present-day physics. The subject matter will vary from year to year.**G15.902 TOPICS IN PHYSICS***Preparation:* Theoretical Physics*Course Content:* Various topics of interest in present-day physics. The subject matter will vary from year to year.

Communications

This curriculum, leading to the degree of Master of Science in Communications, has been prepared primarily to meet the needs of the physicist or mathematician working in the communications industry. While it is to be noted that the degree earned is not in engineering, the majority of the courses in the curriculum are necessarily chosen from the electrical engineering field; students holding a baccalaureate degree in engineering, in a field other than electrical, can, with permission, also become enrolled as degree candidates in the program.

This curriculum is under the supervision of the Department of Electrical Engineering. The graduate courses in the degree program are found listed under the course offerings of the other departments.



Mailing List Request

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DEAN EMIL A. GRAMSTORFF
Graduate Division, College of Engineering
Northeastern University
360 Huntington Avenue
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DEAR SIR:

Please place my name on your mailing list so that I may receive Course Announcements of the Graduate Division of the College of Engineering.

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NOTE: Students who are currently registered or former students registered within the last three years are already on the mailing list and need not return this blank.



NORTHEASTERN UNIVERSITY

(COEDUCATIONAL)

Programs of instruction leading to appropriate degrees are offered by the Schools and Colleges of the University in the following areas of study:

LIBERAL ARTS

The COLLEGE OF LIBERAL ARTS offers a broad program of courses in the sciences, mathematics, modern languages, humanities, and social studies serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for specialization. Degrees: Bachelor of Arts; Bachelor of Science.

The EVENING DIVISION of the College offers courses in the fields of arts and social sciences during evening and Saturday morning hours. Degrees: Bachelor of Arts; Associate in Arts.

EDUCATION

The COLLEGE OF EDUCATION offers day curricula combining broad general education and professional study for the preparation of elementary and secondary school teachers. Degree: Bachelor of Science in Education.

The GRADUATE DIVISION of the College offers, during late afternoon, evening, and Saturday morning hours, advanced courses leading to the degree of Master of Education.

BUSINESS

The COLLEGE OF BUSINESS ADMINISTRATION offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

The SCHOOL OF BUSINESS, organized specifically to meet through evening classes the needs of employed persons, offers curricula in Accounting, Business Management, Engineering and Management, Industrial Management, Insurance, Marketing, Law and Business, Personnel and Industrial Relations, Real Estate, Retailing, Transportation and Traffic Management. Degrees: Bachelor of Business Administration; Associate in Business Administration.

The GRADUATE DIVISION of the School provides an evening program of advanced study leading to the degree of Master of Business Administration.

ENGINEERING

The COLLEGE OF ENGINEERING offers professional curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Degree: Bachelor of Science in Engineering with specification as to field.

The GRADUATE DIVISION of the College offers, during evening hours, advanced courses in the fields of Civil, Mechanical, and Electrical Engineering, Engineering Management, Communications, Chemistry, and Mathematics-Physics, leading to the degree of Master of Science.

The LINCOLN INSTITUTE offers four-year evening programs in the technology of various fields of engineering and in chemistry. The curricula comprise courses of college grade which are integrated into programs covering the several specialized fields. Degrees: Associate in Engineering; Associate in Chemistry; Associate in Science.

The Co-operative Plan

The Colleges of Liberal Arts, Education, Business Administration, and Engineering offer day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses.

For further information regarding any of the above schools, address
Director of Admissions

NORTHEASTERN UNIVERSITY
BOSTON, MASSACHUSETTS



NORTHEASTERN UNIVERSITY



CATALOG ISSUE
1957-1958

GRADUATE DIVISION OF THE SCHOOL OF BUSINESS

EVENING SESSIONS

OFFICE HOURS

JUNE 24, 1957 — AUGUST 17, 1957

Monday through Thursday 8:45 A.M.—9:00 P.M.
Friday 8:45 A.M.—5:00 P.M.

AUGUST 19, 1957 — JUNE 21, 1958

Monday through Friday 8:45 A.M.—9:00 P.M.
Saturday 8:45 A.M.—12:00 NOON

The office is closed on all legal holidays.

Interviews

Prospective students, or those desiring advice or guidance regarding any part of the school work or curricula, are encouraged to arrange for personal interviews with the Director of Graduate Study or other officers of instruction.

Gifts and Bequests

Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

The legal name of the University is "Northeastern University." However, in the making of gifts and bequests to Northeastern, the following wording is suggested: "Northeastern University, an educational institution incorporated under the laws of Massachusetts and located in Boston, Massachusetts."

Address Communications to

NORTHEASTERN UNIVERSITY
GRADUATE DIVISION
SCHOOL OF BUSINESS

360 HUNTINGTON AVENUE, BOSTON 15, MASS.

TELEPHONE: COpley 7-6600

NORTHEASTERN UNIVERSITY
GRADUATE DIVISION
SCHOOL OF BUSINESS



CATALOG OF
EVENING GRADUATE COURSES

Leading to the Degree of Master of Business Administration

COURSES DESIGNED
FOR THE
PROFESSIONAL DEVELOPMENT OF EMPLOYED PERSONS
IN BUSINESS

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Instructional Calendar

1957

Summer session classes begin	May	27
Legal Holiday—No class sessions	July	4
Summer session classes end	August	29
First semester classes begin	September	16
Legal Holiday—No class sessions	October	12
Week for first term tests	October 21-26	
Legal Holiday—No class sessions	November	11
Legal Holiday—No class sessions	November	28
Week for second term tests	December	2-7
Final class session before Christmas recess	December	20

1958

First class session after Christmas recess	January	2
Final Examinations, first semester	January	20-25
Second semester classes begin	January	27
Legal Holiday—No class sessions	February	22
Week of first term tests	March	3-8
Legal Holiday—No class sessions	April	19
Week of second term tests	April	14-18
Final Examinations, second semester	May	19-24
Summer Term begins	May	26
Legal Holiday—No class sessions	May	30
Commencement	June	15
Summer Term ends	August	29

Those desiring to enroll for courses offered during the fall semester should file applications with the Director of Graduate Study not later than September 1. All applications for admission, inquiries regarding eligibility, and details of courses offered should be addressed to the

Director of Graduate Study

SCHOOL OF BUSINESS — NORTHEASTERN UNIVERSITY
360 Huntington Avenue, Boston, Massachusetts

COpley 7-6600 — Extension 261

School of Business

Administrative Organization

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Northeastern University

The Graduate School of Business

THE OBJECTIVE of the Graduate School of Business is to provide an opportunity for men and women to develop themselves for positions of responsibility in the business community. The faculty believes in the value of graduate study in business for employed students. Experience has shown that high standards of performance can be effectively maintained by such students whose backgrounds stimulate and promote interest, appreciation, and understanding of advanced courses of instruction.

Business Administration in a complex economy requires the interrelationship of many specialized areas. The function of the administrator is largely one of coordinating through effective policy the contributions of many specialized skills.

In developing the graduate program, the Committee on Curricula and Standards has incorporated the thoughts expressed by successful business executives as to what is most effective in the development of those who assume managerial responsibilities. To accomplish these objectives, the faculty is composed of men of professional competence who have had extensive experience in business and industry and who are capable of imparting both the proximate and the remote aspects of the relevant concept in administrative policy.

In contrast to narrow specialization in a specific area, the graduate program offered in the School of Business aims at scope or breadth of understanding. The core courses which are required of all students cut across the several major areas of operation with which the executive must deal on the policy level, including advanced consideration of the varied problems in organization, production, distribution, finance, labor relations, etc. Through the elective courses and the thesis, the student is provided an opportunity to pursue his major interest as well as secure an understanding of the force influencing our economy.

All of the evening graduate courses outlined in the catalog are open to men and women who already hold a bachelor's degree and who are qualified to profit from the instruction, whether they desire to enroll as candidates for the degree or plan to register as "special students" enrolled in one or more courses.

The Graduate Program in the School of Business operates under the general policies established by the Faculty Committee on Curricula and Standards. This committee is comprised of the heads of the instructional departments with the Dean of the School of Business as chairman.

Graduate School of Business

General Administrative Policy

Requirements for Admission

All of the evening graduate courses outlined in the catalog are open to men and women who already hold a recognized bachelor's degree and who are qualified to profit from the instruction. Admission to the Graduate School of Business will be based upon conclusive evidence of the applicant's fitness for the work offered by the School and its potential professional value to him. In addition to previous scholastic record, selection also will consider current employment and achievement, the range and definiteness of professional interests, integrity and sense of responsibility, as well as indications of the applicant's ability to command the respect and confidence of his associates and employers.

Applicants for admission to the Graduate School of Business will be considered under two classifications.

1. *Candidates for the Master's Degree in Business Administration:* Graduates of colleges, universities, or technical schools, whose credentials indicate a satisfactory quality of undergraduate achievement, and whose personal qualifications and records give evidence of ability to profit by the program of study, will be accepted for admission. The degree candidate must file with his application official transcripts of record of undergraduate work completed, and three letters of recommendation, one of which shall be from a responsible officer in the college in which he completed his undergraduate work, preferably the head of the department in which his degree was taken; one from his employer; and a third of his own choice. A personal interview is required of all applicants.

The records of all applicants will be reviewed by the Board of Admissions and approval will be based upon the quality and general preparation evidenced. The Board may require additional preparation where the applicant's background, while of acceptable quality, may not appear to be adequate in certain respects.

In cases where additional evidence of qualification for graduate study would appear to be necessary, the applicant may be required to sit for the Admission Test for Graduate Study in Business administered by the Educational Testing Service. The testing dates for the academic year 1957-58 are as follows: July 27, 1957; November 2, 1957; February 6, 1958; April 19, 1958; July 26, 1958. The test is designed to measure aptitude for graduate study in business and is not a measure of knowledge in specific subjects. No special preparation is required. There is no passing or failing score on the test. The test is given at a local university and arrangements are made directly by the applicant with the Educational Testing Service.

Students who wish their graduate work to apply toward a degree of Master of Business Administration must register under this classification and each student's program of study must be approved before the applicant can be considered a degree candidate. Courses taken before the program is approved and filed are taken on the student's own responsibility.

All degree candidates are admitted on a conditional basis for the first year of study that they may demonstrate their proficiency to do graduate work.

2. *Special Students*: Two classes of special students will be admitted, i.e.:

(a) Students who could satisfy the admission requirements of a degree candidate as previously outlined, but who for personal reasons wish to enroll for special courses which would prove helpful to them professionally. Such students need only supply evidence of an undergraduate degree. Special students in either class (a) or (b) are subject to the same regulations covering attendance and quality of work, and must satisfy all course requirements for a grade. However, they will not receive degree credit. Should such students later desire to become degree candidates, their work completed would be evaluated in terms of program requirements for the degree. The School assumes no responsibility for accrediting such courses toward a degree.

(b) Mature persons who although not possessing a bachelor's degree have evidenced by superior achievement in their respective business pursuits that they could carry and profit by the work may be admitted for certain courses of study by permission of the Dean. The Committee on Admissions will outline special procedures whereby the applicant may present credentials to establish his qualifications. A special student in classification (b) will not receive credit toward an advanced degree until he has satisfied all of the requirements for admission as a regular candidate for the master's degree as outlined under (1) above.

Requirements for the Degree

It is recognized that the requirements of degree candidates will vary with their respective undergraduate preparation.

1. *Undergraduate Course Prerequisites*: The program for the M.B.A. degree is based upon an undergraduate background in business, commerce, and economics. It is understood that not all degree candidates will have completed the required undergraduate work in the specified areas. Consequently the following foundation areas of undergraduate work have been established

Accounting	Business Finance	Labor Relations	Production
Business Economics	Business Law	Marketing	Statistics

The graduate program may be undertaken only upon specific understanding as to the schedule of completion of the above undergraduate requirements. Under special conditions a candidate who has not taken one or more of the above prerequisites in undergraduate study may request exemption on the basis of unusual work experience in the fields. In such cases the student may petition for the privilege of demonstrating his knowledge through a proficiency examination and upon payment of a fee of five dollars (\$5.00) in each field examined.

2. *Graduate Course Requirements*:

(a) *Course Requirements*: The program of courses for each degree candidate will include both a required core and electives. In general, and over and above any undergraduate course prerequisite mentioned in (1) above and referred to in the course descriptions as foundation courses, it will comprise thirty (30) semester hours of credit earned in courses approved for graduate credit, plus a thesis equivalent to five (5) semester hours credit completed in G 298-299, Thesis Seminar. The thirty (30) semester hours of credit will comprise (1) a

core of required graduate courses covering the areas of Distribution, Finance, Production, Industrial Relations, and Administration and referred to in the course descriptions as core courses, and (2) electives to complete the credit requirements.

To allow adequate time for outside preparation, the student is permitted to enroll in any term for but two (2) evenings of instruction per week, with the exception that G 298-299, Thesis Seminar, may be taken concurrently with other courses of either classification upon approval.

(b) *English Proficiency*: The Faculty Committee on Curricula and Standards has established the policy that every student must meet the School's requirement for proficiency in English. Satisfactory completion of course work and curriculum is conditional upon proficiency in English. Any instructor at any point may raise questions about a student's adequacy in expressing himself clearly and succinctly. Marked deficiencies must be corrected by courses recommended by the Dean.

(c) *Research Proficiency*: All students who entered the Graduate School after September, 1954, are required to take the ten-session course in Research Methods as a prerequisite for the Thesis Seminar. Students who entered prior to September, 1957, may take the course at any time prior to registration for the Thesis Seminar. Students who entered after September, 1957, are required to take this course in the semester immediately preceding their intention to register for the Thesis Seminar.

(d) *Thesis Requirement*: Each degree candidate must submit a written report embodying the results on an independent study on some important subject in the field of his major interest. This report will be developed and prepared under the direction of a Thesis Advisor assigned after the thesis outline has been approved and the student has registered for the Thesis Seminar. All thesis outlines must be submitted prior to September 15 of the academic year in which the candidate plans to receive his degree, and the completed thesis must be submitted to the Graduate Division office no later than May 1 immediately preceding the graduation at which the candidate plans to receive his degree. Course requirements totaling twenty (20) semester hours of graduate level credit must be completed before application for the Thesis Seminar will be considered.

(e) *Comprehensive Examination*: A comprehensive oral examination shall be required of each student as part of the academic accomplishment toward the M.B.A. degree. The examination will be in the field of the student's thesis and will be given only after the thesis has been completed and submitted. A committee of no less than two and no more than five of the faculty will participate in the examination.

General Requirements for Graduation

1. *Scholastic Achievement*: The cumulative academic average of all courses taken by a student for degree credit must be B or better, with no grade below C in any single course. All foundation courses must be completed with grades of B or better. Graduate credit for courses in the 100-199 classification will be allowed only upon prior approval and must be completed with grades B or better.

A student who fails three semester courses (e.g., three 2½ semester hour courses, will be required to discontinue graduate work.

Examinations must be taken at the assigned time. Deferments are granted only to those who have substantial reasons.

Any candidate for a Master's degree who accumulates two "Incomplete" grades and fails to make arrangements before the end of the following semester to clear these deficiencies not later than the following academic year shall be removed from his status as a degree candidate.

2. *Course Load:* Any student registered in the Graduate School of Business for graduate courses (either classification 100-199 or 200-299 courses) will be limited to registration in two courses per week.

3. *Residence Requirement:* Degree candidates must complete in the Graduate School of Business a minimum of 20 semester hours of credit next preceding graduation.

4. *Time Limit:* It is expected that study will be continuous on either a partial or full program until completion of the degree requirements. Students who for practical reasons encounter problems necessitating temporary discontinuance must petition for a special privilege arrangement. In extraordinary cases a maximum interval of three (3) years for the thesis is permitted after termination of the course work.

Examinations

Final examinations, which are required for all students, are scheduled for the end of each term. Credit is not allowed for any course until the examination has been passed successfully.

In the case where a student is unable to take the examinations as originally scheduled because of illness or business obligations beyond his control, he may petition for the privilege of taking his examination during the next regularly scheduled deferred examination period. The grade received will be recorded as the "original." The charge for each deferred examination is \$5.00.

Graduate School of Business

Tuition and Fees

The policies governing the amount and the regulations pertaining to the payment of fees are established by the Executive Council of the University. The Council reserves the right to change these regulations at any time. Such changes will apply to students currently enrolled as well as new applicants for admission.

Checks should be drawn payable to: "Northeastern University."

Students are not permitted to attend class sessions or take any examinations or tests until they have paid their tuition fees or have made satisfactory arrangements for payments.

Students will not be advanced in class standing, or permitted to re-enroll in the University, nor will degrees be conferred until all financial obligations to the University have been met.

No certificate of honorable dismissal will be issued to any student who has not fully met his financial obligations to the University.

Matriculation Fee: The University matriculation fee of \$10.00 must accompany the initial application for admission to the Graduate School of Business. This fee is non-refundable. Applicants who are graduates of one of the schools of Northeastern University are not subject to this fee.

Late Registration Fee: Students are required to register before the beginning of each term within the periods specified. A student who fails to complete registration within the designated period may register at a later date with approval of the Dean and upon payment of a late registration fee of \$5.00.

Tuition: The charge for tuition is at the rate of \$20 per semester hour, or \$50 per half year course. Tuition statements will be mailed to the students by the Student Accounts Office and are payable on or before the date specified.

Tuition for degree candidates for all courses is charged on the semester basis payable at the beginning of each semester. As a convenience, however, and unless otherwise requested, the tuition each semester is payable in two (2) installments; the second installment is payable on November 15 and March 15 in the first and second semesters respectively.

Tuition for an unclassified student registered in a special course is charged for the entire course and is payable in a single payment at the beginning of the course unless otherwise arranged.

Occasionally situations develop — usually beyond the control of the student — which make it difficult to meet the payments in the manner outlined above. Under such circumstances the student is advised to discuss his problem personally with the Student Accounts Office where a deferred payment agreement or a budget plan may be worked out. All budget plans carry a non-refundable service charge of \$2.00. Such arrangements should be made before the end of the first week of the semester or within one week of the date of registration if the student enters late. Failure to take immediate action will result in a late payment fee.

Tuition Underwritten by Employers: An increasing number of companies are underwriting in part or whole the cost of tuition of students in their employ. In such cases the student must furnish at the time of registration, or immediately thereafter, a purchase order covering his registration or a statement from an officer of his company certifying that the company is underwriting the tuition.

Late Payment Fee: A late payment fee of \$2.00 is charged a student who fails to pay his tuition fee or other charges on or before the date specified by the University.

Deferred Examination Fee: Each deferred examination must be specially prepared and administered. To defray this expense the charges for the make-up privilege are as follows:

Tests (other than final examination).....	\$3.00
Final Examinations.....	5.00

Comprehensive Examination Fee: A fee of \$10 is charged a student for the comprehensive examination in the field of his thesis.

Graduation Fee: The University graduation fee of \$20 is charged to those who are candidates for the Master of Business Administration degree, and is payable on or before May 1st of the year in which the student expects to graduate.

Refund of Tuition

Requests for refunds must be made at the time of filing the Application for Withdrawal at the School Office. If the withdrawal notification is sent in by mail, the refund should be requested in the letter with reasons which necessitate the withdrawal. *No refunds will be granted a student who voluntarily withdraws* or who has attended more than five weeks of the term for which payment has been made.

Refunds of tuition will be considered only in the following instances:

1. If, because of illness, a student is compelled to withdraw before the fifth week of the term, or
2. If a student who is regularly employed is sent out of town permanently by his employer, or
3. If the hours of employment of a student who is regularly employed are changed so as to make it impossible for him to continue in attendance, or
4. If a student is inducted into military service.

The Committee on Withdrawals will consider requests for tuition refunds only on the following bases:

1. That the application for withdrawal be made immediately after the student ceases attendance.
2. The request for refund is accompanied by an *acceptable* physician's certificate in the instance of illness, or by an *acceptable* employer's certification in the instance of a change in place or hours of employment.
3. Evidence of induction into military service.

For cases complying with the above, partial refunds on tuition for the semester may be allowed according to the following schedule:

<i>Petition for Withdrawal Filed Within</i>	<i>Refund to Student on</i>	
	<i>Regular Term</i>	<i>Summer Term</i>
One Week	80 per cent	80 per cent
Two Weeks	80 per cent	60 per cent
Three Weeks	60 per cent	40 per cent
Four Weeks	40 per cent	20 per cent
Five Weeks	20 per cent	0 per cent
After Five Weeks	0 per cent	0 per cent

The above does not include fixed or non-refundable fees for which there is no refund allowed.

The official "Application for Withdrawal" form may be obtained in the School Office. All refunds are made through the Student Accounts Office of the University. The refund procedure in such cases takes from three to four weeks. A check is mailed directly to the student for any refund which may be granted.

Veterans

A veteran who wishes to attend under the educational benefits of Public Law 550 (G. I. Bill of Rights) must report to the Veterans Office at Northeastern University at the time of registering to present his Certificate of Eligibility and Entitlement, or otherwise clear his status, and process the necessary forms. The acceptance of any applicant under the G. I. Bill is subject to a statement from the Northeastern University Veterans Office certifying to his eligibility.

Veterans currently enrolled in undergraduate degree programs are advised that they must procure Supplementary Certificates of Eligibility to continue study in the graduate field. Applications for said Certificates of Eligibility must be filed with the Veterans Administration no later than thirty (30) days after the final class sessions of undergraduate study.

Applicants for Certificates of Eligibility will find that the Veterans Office at Northeastern University is very willing to assist them in the processing of their applications. Due to certain technicalities in the law, the applicants are advised to make use of this service.

Graduate School of Business

Course Descriptions

THE UNIVERSITY reserves the right to withdraw, modify or add to the courses offered, or to change the order of courses in curricula as may seem advisable.

The University further reserves the right to withdraw in any year any elective or special course for which less than twelve enrollments have been received. Regular students so affected by such withdrawal will be permitted to choose some other course. In the case of special students, a full refund of all tuition and other fees will be made.

The University also reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

All full-year courses are numbered with a double consecutive number and all half-year courses with a single number. The letter or letters immediately preceding the numbers indicate the classification of the course. The number of class sessions indicated for each course includes the final examination session. All full-year courses will have mid-year examinations and course credit will be granted on a semester basis.

Courses offered for graduate credit are designated in the following descriptions under two classifications:

- 200-299 Courses open only to students registered in the Graduate School. A minimum of 20 semester hours of credit in this classification is required of all degree candidates.
- 100-199 Courses open to undergraduate and graduate students. Graduate students may register for credit in such courses only upon approval, and to a maximum limit of 10 semester hours of credit.

G 200 COMPARATIVE ECONOMIC SYSTEMS

This course attempts to bring into focus the various schools of economic thought as they might relate to our current economy. It presents an examination of the evolution of economic thinking in terms of the "climate" or environment out of which each developed, placing major emphasis on our modern economic concepts directly affecting the production and distribution of economic goods; the increasing important relationship of governmental policy to industrial activity; etc.

2½ semester hours credit

G 202 CASE STUDIES IN BUSINESS ENTERPRISE

A survey of the history of industrial endeavor and business activity from its rudimentary stages to the present day, with careful attention to the

evolution of business management, noting successful and unsuccessful examples by case history; discussion of the role that business plays in shaping our economy and society as well as the effect of our social and economic order upon the business firm; special emphasis is given to the control of business by the state, monetary policies, public finance, the rise of banks, corporations, commodity and stock exchanges, and their regulation and control; the rise, causes, and effects of financial and commercial crises and depressions; a close tie-in of the economic thinking that prevailed behind the visible aspects of economic and industrial activity.

2½ semester hours credit

G 203 MANAGERIAL CONTROL MANUFACTURING MANAGEMENT

This case discussion course approaches the problems of manufacturing operations as experienced on the plant manager level. Reflecting the various elements involved in production planning and control, it is concerned with the economics of production when considering the aspects of specialization, simplification, standardization, and diversification as well as expansion, contraction, or integration. It includes such factors of production as materials, plant location and layout, power, maintenance, labor supply, organization, wage policy, etc., and concludes with cases considering the controls of the manufacturing processes, i.e., product development, scheduling, inventory, quality, cost, and budgetary controls.

(Core Course)

2½ semester hours credit

G 204 GOVERNMENT AND BUSINESS

The expanding scope of the government's economic and social activities is bringing about a much closer relationship between government and business. The course analyzes the role of government as a regulating force as well as the nature and impact of governmental fiscal, economic, and social policies upon the conduct of business. The political and economic philosophies behind greater government participation in the economic structure of the nation, as indicated by public utility, anti-trust, and labor and social legislation; the responsibilities accruing to government as the result of its participation in the regulation and shaping of our economic endeavor, i.e., high level production, stabilized employment and worker's income, housing, foreign policy, and industrial mobilization. Case studies and analyses of the legislative framework within which government participation in the economic structure is set make up the background of the course.

2½ semester hours credit

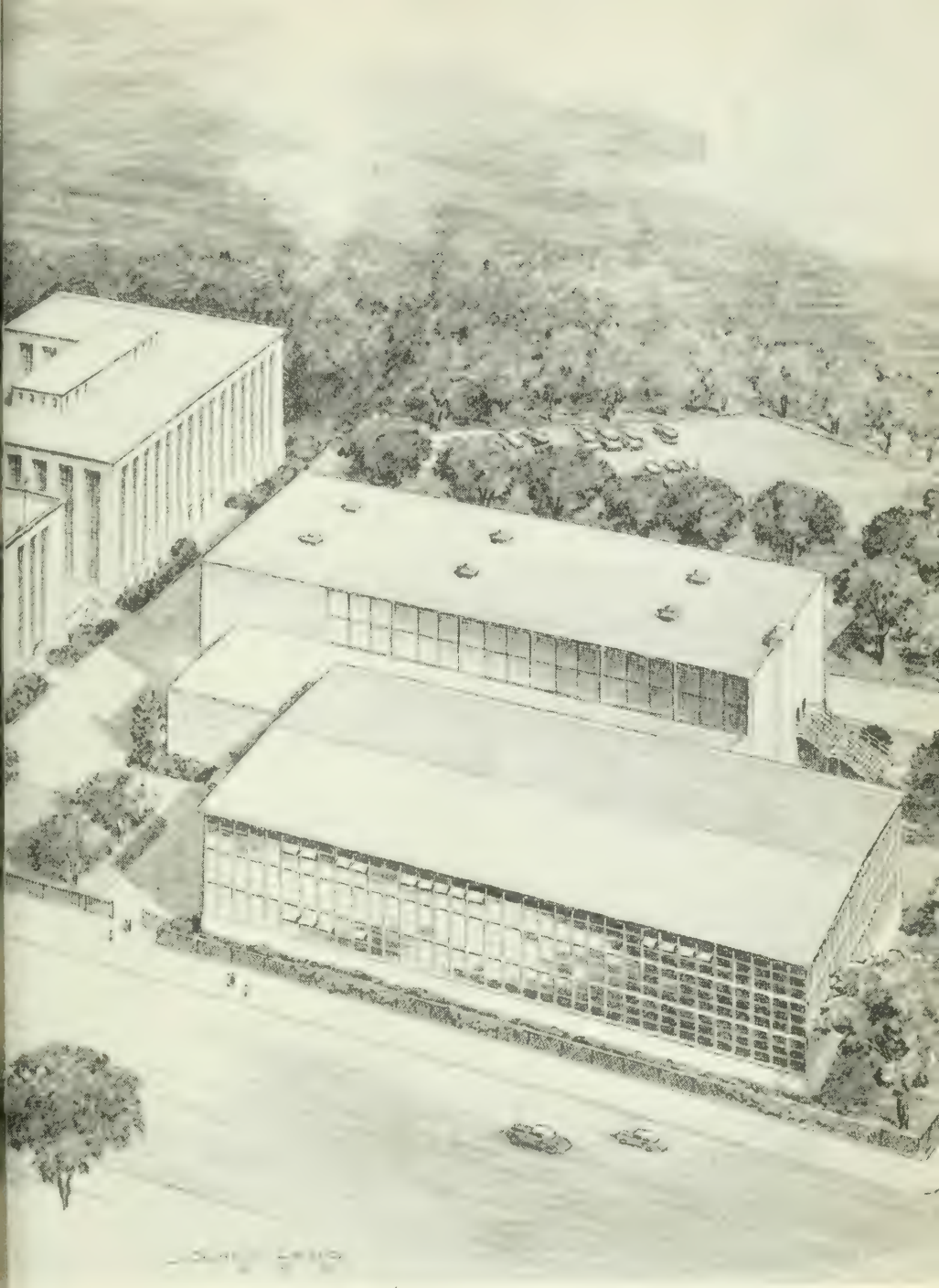
G 205 MANAGERIAL CONTROL MARKETING MANAGEMENT

All the major areas of marketing are brought together in this intermediate course to prepare the student for the advanced course in M.C. Distribution. This course uses the framework of a dynamic economy so that the marketing operation is integrated into its economic environment. It attempts to incorporate recent developments in the behavioral sciences such as applied economic theory, social psychology, and operations research.

The course portrays the marketing executive as having at his command certain marketing alternatives such as: product variation, marketing chan-



The facilities of Northeastern University are housed in the buildings shown above which include the Godfrey Lowell Cabot Physical Education Center. Not included in the drawing are the



Library, Science Hall, Student Center Building, Alumni Auditorium, Richards Hall, Hayden Hall, Dining and the Greenleaf Building, which house classrooms and laboratory facilities.

nels, price, advertising, personal selling, and the location of the company's operations. In deciding which particular combination of these alternatives to use in order to solve a given marketing problem, he is forced to consider the following: competition, demand, cost, the structure of distribution, and the law.

Once the typical considerations pertinent to his problems are analyzed, the marketing executive uses qualitative rules and guides or quantitative measurements of contribution to profit, in choosing the best marketing strategy. Certain patterns of behavior based on experience and observation aid him in eliminating unfeasible strategies. After estimating the effect of the feasible strategies on company profit, and with the aid of market research techniques to collect information as the basis for a rational decision, he chooses a strategy that, according to his estimates, will yield the maximum contribution to company profits.

(Core Course)

2½ semester hours credit

G 206 MANAGERIAL CONTROL — ADMINISTRATIVE PROCESSES

This course is concerned, at the top management level, with the problems involved in the organizational and structural processes in practices and problems related to administrative and organizational operation. It presents an integrated approach to the policy and planning function as it cuts across departmental lines of control. Advantages and disadvantages of various types of organization are explored and discussed in terms of optimum values involved. The course is predicated upon the premise that investigation is the fundamental principle upon which sound administration rests; that this principle enters into process through forecasting and eventuates into a plan. Within this framework the basic objective is to secure a clear and concise as well as workable understanding of the situations and values within which an administrator must operate.

The result should be a related and integrated approach to develop the competence of the student in his work "with and thru" people to achieve defined objectives and develop sound values in the inter-relationships which characterize administrative organization and practice.

(Prerequisites, G 209-210, G 211-212, G 213-214)

(Core Course)

2½ semester hours credit

G 209-210 MANAGERIAL CONTROL — FINANCE

A study of the methods of selection and development of the optimum financial structure for the business firm, including financial activation of the organization and efficient maintenance of its operation; sources of initial as well as of operating capital; costs of capital; dividend policy and dividend payment procedure; organization for finance, including capital budgeting, tax planning, long-range fiscal planning; financing for reorganization, merger, and liquidation; international aspects of financial control; analysis of financial statements and the significance of operating ratios.

(Core Course)

5 semester hours credit

G 211-212 MANAGERIAL CONTROL — PRODUCTION

Top management consideration of the responsibilities and function in organizing for, planning, and controlling the procedures of production. The course considers the modern tendencies of industrial development, specifically integration, concentration, consolidation, specialization, standardization, and diversification. It includes a study of the consumptive demand to determine markets and what to manufacture; factors affecting the industrial site, such as accessibility to raw materials, adequate labor supply, transportation service and costs; plan and design, construction and layout for effective production flow; selection of equipment; the coordination of output with demand; seasonal production; production planning; inventory control; quality control; procurement; cost control; methods of compensation of labor.

(Prerequisites, G 203, G 209-210)

5 semester hours credit

(Core Course)

G 213-214 MANAGERIAL CONTROL — DISTRIBUTION

The subject matter in this course is considered from the policy-level problems of present-day distribution of merchandise. It combines the managerial control of the functions of market research, sales promotion, and sales management, and the coordination of these functions with production management and financial management. It includes problems of establishing sales objectives and sales policies, developing the sales organization; product analysis and planning; product packaging for marketing and shipping purposes; the relation of production to effective demand; the break-even point; sales forecasting and budgeting; pricing policies; marketing channels; selling methods; selling costs; policy of salesmen's compensation; sales quotas; sales-expense relationships; market studies, both domestic and foreign; problems and policies relative to government regulations or controls on distribution.

(Prerequisite, G 205)

5 semester hours credit

(Core Course)

G 215 MANAGERIAL CONTROL — INDUSTRIAL RELATIONS

A study of managerial practice and policy relative to the recognition and solution of problems pertaining to employer-employee relations in industry; effective handling of controversial questions between management and the union, including contract negotiation, grievance procedure, and arbitration; communication between management, the union, and the rank and file; wage policies including job evaluation, incentives, income security benefit plans, and labor costs; labor productivity; the problems of government controls in industrial relations; and the responsibilities to society of management and labor in today's economy.

(Core Course)

2½ semester hours credit

G 216 MANAGEMENT ACCOUNTING SEMINAR

A survey of Accounting literature, with emphasis on the development of basic accounting concepts. An attempt is made to explain contemporary practice as it has evolved in accordance with basic theory and expanding demands for accounting information. The seminar provides an avenue for discussion and counsel in regard to the problems met by graduate students in connection with their reports.

2½ semester hours credit

G 222 MANAGERIAL ECONOMICS

The purpose of this course is to show how economic analysis can be used in formulating business policies. It is an attempt to bridge the gap between the logic of economic theory and the problems of policy for practical management. The course stems from the conviction that the economic theory of the firm should be the core of work in business administration and that the procedures and methods of such specialized areas as marketing, production, and accounting should be related to the broad profit-making objective of business enterprise. In developing an economic approach to executive decisions, the course draws upon economic analysis for the concepts of demand, cost, profit, competition, etc., that are appropriate for the decision. Modern methods of econometrics and market research are employed to the extent and to the degree that they are necessary for getting estimates of the relevant concept.

(Prerequisites, G 209-210, G 213-214)

2½ semester hours credit

G 230 MANAGEMENT OF QUALITY CONTROL

A major consideration for effecting a successful quality control program lies in its administration. This course is pointed at bringing an appreciation of the non-technical aspects of administering a quality control program. In developing these concepts, intensive discussion is given to economics of quality; relation of design and inspection to control of quality; organizing for quality control; quality control engineering; integration of quality functions; methods of obtaining quality assurance; and case studies.

(Prerequisite, IM 13 or equivalent)

2½ semester hours credit

G 235-236 HUMAN FACTORS IN ADMINISTRATION

The course deals with administrative activity in terms of human relationships. The course is conducted on the situation-development method which simulates practical conditions under which situations occur when first encountered by management. The human relations aspects of problems in formal and informal organization, communications and participation, introduction of technological changes, use of control systems, development of understanding and cooperation, etc., are examined largely through the case method.

5 semester hours credit

G 240 SEMINAR ON ECONOMIC, MANAGERIAL AND REGULATORY PROBLEMS OF PUBLIC SERVICE INDUSTRIES

This seminar focuses attention upon such problems of these industries as production, intercorporate relationships, management, financing, pricing (rate making), marketing of service, increasing competition of public utility services, accounting requirements and controls, depreciation, fair rate of return, the role of public utility commissions, both state and federal and of the courts in the regulation of these industries. Long distance carriers are not considered, except such decisions of commissions and of courts that involve all public service industries.

(Prerequisite, G 209-210 or equivalent)

2½ semester hours credit

G 242 INDUSTRIAL PROCUREMENT AND MATERIALS CONTROL

This course is designed to delineate the functions of the purchasing departments and to contribute to an understanding of the problems and methods of purchasing. Specific subjects considered are: the organization of the department, specifications, standards, contract provisions, sources of supply, methods of inventory control and its relation to purchasing, pricing, etc. Cases are used with emphasis being placed upon situational analysis and application of basic procurement principles.

(Prerequisite, G 213-214 or equivalent)

2½ semester hours credit

G 244 PRINCIPLES AND METHODS OF BUSINESS RESEARCH

The course is organized so as to present business research as a methodical operation — one that applies the objectivity and logic of scientific procedure to the solution of business problems. The various steps or sequence of problem solving are followed: the formulation and development of the problem, selection and use of appropriate methods for gathering evidence, analysis and interpretation of the data, and the reporting and implementation of the findings. Aspects of analysis and interpretation are treated in the setting of their functional relationships.

(Required prerequisite for Thesis Seminar)

G 298-299 THESIS SEMINAR

This course affords opportunity for the student to pursue advanced study and investigation in the field of his major interest. It will combine the objectives and procedures of a seminar course with those of the thesis. In this way the thesis represents the product of exhaustive investigation of a substantial business or industrial problem. After approval of his thesis outline each student is assigned to a thesis advisor depending upon his choice of specialization. The course continues through both semesters with periodic meetings arranged at the mutual convenience of instructor and student. A degree candidate will register for this course not later than September of the academic year in which he desires to complete his degree requirements.

5 semester hours credit

A 109-110 C.P.A. PROBLEMS

A complete review of the theories encountered in A 5, 6, 7, 8, 21, 22, 41, 42. This course is primarily for students intending to take the state C.P.A. examinations. Considerable practice is required, using largely problems from previous C.P.A. examinations. Emphasis is placed on the technique of adequate problem solutions.

(Prerequisites, A 7-8; 21-22; 25; 41-42; L 13, 14, 15) 10 semester hours credit

A 111 FUND ACCOUNTING

The concept of "fund" accounting finds its application in the accounting procedures of governmental units, charities, and educational institutions. This course deals with segregation of assets and liabilities into funds and self-balancing groups required by the organization of non-profit enterprises.

Integrated into the principles of funds is the treatment of accounting controls necessitated by governmental approaches or budgets.

(Prerequisite, A 6)

2½ semester hours credit

A 113-114 MANAGERIAL ACCOUNTING

A graduate level study of accounting in terms of its relations to management. The course presents the systematic aspects of the accounting method of collecting and reporting business information, and the problems associated with its collection, presentation, and analysis as a tool or aid to management. The emphasis, throughout the course, is on interpretation and meaning.

In general, the areas of study covered in the first half are double-entry procedure, the relation of accounting reports to the operations of the business, the analysis of business transactions, the classification and accumulation of accounting data and accounting reports, and their analysis. The second half deals with problems of depreciation, manufacturing costs, the elements of cost planning and control, and budgetary procedure. The course is specifically designed for graduate students whose undergraduate program included no courses in accounting.

(Foundation Course)

5 semester hours credit

A 133 BUDGET PROCEDURES

Budgetary control has received definite acceptance by businessmen as a highly useful and practical aid essential to sound business management. The course considers the requisites to successful budgeting and the essential steps in budgetary control, with the procedures for carrying out budget policies. Various budgets are discussed and illustrated; sales, production, purchases, manufacturing expenses, administrative expenses, and financial; the preparation of estimated financial statements; comparison of the budget with performance at the end of the budget period, and analysis of the variances between actual and budget figures to determine causes.

(Prerequisites, A 113-114, Ec 112-113)

2½ semester hours credit

A 134 CONTROLLERSHIP — THEORY AND PRACTICE

The three basic objectives of the controllership function are defined as control and protection of corporate property, compliance with legal reporting and record-keeping requirements, and assistance to management in controlling operations and formulating policies. Work of the controller is an advanced course in controllership, covering the functions and organization of the controller's department, basic techniques employed by the controller, the interpretation of historical results and their coordination into the broad policy-making program of the business. The technical phases of the controller's work are covered as preparation for the study of the controller's role as reporter, adviser, and counsellor to business management at all executive levels undertaken in the latter part of the course.

(Prerequisite, A 133)

2½ semester hours credit

A 143-144 ADVANCED FEDERAL TAXES

This course involves a detailed study and analysis of leading court cases. It will help the student to obtain a knowledge and understanding of court and treasury reasoning which define and interpret the Internal Revenue Code and its regulations. The history and development of changes affecting important principles and phases of taxation are discussed, replete with illustrations

and examples. The objective is to enable the student independently to apply the principles and theory learned to problems arising in his own business or personal practice.

(Prerequisite, A 41-42)

5 semester hours credit

A 145-146 TAX PLANNING

An advanced course in tax planning which considers specifically: choice of form for business enterprises; tax techniques in operating a corporation, including problems of organization, capitalization, compensation, distributions, redemptions, reorganizations, and liquidations; tax techniques in operating a partnership, including problems of organization, income reporting, basis of assets, change of partners, death of a partner and termination; tax techniques in operating a trust, including problems of Massachusetts trusts, income reporting, taxability of trust as an association, new provisions of 1956 law relating to real estate investment trusts, taxability of trust income to a grantor; specific tax planning techniques to minimize taxes; installment sales and other methods of dividing or postponing income.

(Prerequisite, A 143-144 or equivalent)

5 semester hours credit

A 147 INCOME TAX FRAUD

Meaning and evidence of fraudulent intent, willfulness and attempt involving analysis of situations and cases which show how and under what conditions penalties are imposed with administrative procedures involved; Tax Court aspects, burden of proof, statute of limitations, proof of understatement of income by net worth and expenditures method and bank deposit method; enforcement statutes and problems concerning production of records, testimony of taxpayer and third parties, rights of lawyers and accountants; the closely-held corporation and double taxation; civil and criminal fraud penalties under Internal Revenue Code as applied to individuals, corporations, estates, etc.; comparison of pertinent sections of 1939 and 1954 Codes.

(Prerequisite, A 41-42)

2½ semester or hours credit

A 149 FEDERAL TAX PROCEDURE

A course stressing the practical everyday aspects of tax procedure with special reference to rulings and interpretations of the 1954 Code. Among the matters to be covered are the following:

Terminology of federal taxation: Classification of federal taxes; what is the meaning and importance of "assessment"? — "deficiency"?

Research in federal taxation: The working tools and methods; how to find the answer to a tax question.

Returns and estimates: What is the liability of a person preparing a return for another? How to prepare declarations of estimated tax.

The audit process, conference procedure and the courts: How are returns selected for audit? Who may represent a taxpayer before the Treasury Department? How are settlements made? How to select a forum for litigation.

Examination of returns, books and witnesses: What are the taxpayers' rights and privileges? Is there a privilege protecting a taxpayer's disclosures to accountant? What are the "net worth" and "bank deposit" methods of determining income?

Statute of limitations and the burden of proof: For how long must a taxpayer preserve his records? Are taxpayers deemed guilty until proven innocent in tax cases?

Collections, liens and priorities.

Settlements, compromises and closing agreements: What is the difference between settlement and compromise? Are settlements binding on the parties?

Rulings and determination letters: How to obtain a ruling. Is the government bound by its own rulings?

Claims for refund.

(Prerequisite, A 41-42)

2½ semester hours credit

A 152 ELECTRONIC DATA PROCESSING SYSTEMS

This course is planned to acquaint the executive, accountant, methods and systems analyst with automatic electronic equipment and its potential applications. It will include a comprehensive survey of the machine components of such systems, their characteristics, and assembly to handle various business accounting problems; comparison of speed, capacity, flexibility, reliability, and cost; discussion of input and output devices; general and special purpose computers and how they work, memory (storage), arithmetic and control elements, elementary programming, number systems, integrated data processing in business, economic advantages of automation and various applications in retail sales, inventory, payroll, and banking accounting. Special attention will be given to the smaller systems which are expected to gain wide acceptance.

(Prerequisite, A 113-114)

2½ semester hours credit

A 153 ESTATE PLANNING—TAX ASPECTS

This course considers the tax aspects of estate planning under the 1954 Code to insure the maximum benefits to the family of the decedent with the minimization of tax effects in the disposition of an estate.

Among other tax factors, the course includes: *Lifetime planning of estates:* Lifetime gifts, revocable and irrevocable trusts, insurance ownership and dispositions, annuities, providing for minors, transfers intended to take effect at death, retained life interests, charitable trusts, provisions for liquidity of estates, stock purchase and partnership agreements.

Testamentary dispositions: Marital deduction, equalization of estates, life interests and remainders over.

Preparation of gift and estate tax returns.

Estate tax planning for closely held corporations.

(Prerequisite, A 143-144)

2½ semester hours credit

A 157 TAX WORKSHOP

These Workshop sessions permit participants to present their own problems and experiences for analysis and suggestions. Opportunities for tax savings are explored, and consideration is given to methods of avoiding traps and pitfalls. Special attention is given to new developments in tax law, including new legislation and current decisions. Applicants are admitted to the Workshop only on the approval of the Institute of Taxation Director.

2½ semester hours credit

D 101 PRINCIPLES OF MARKETING

This course deals with the techniques of research investigations in the collection and utilization of data relating to the problems of marketing, and securing profitable application of the results of market research in business; the facilities available for carrying out research activities; the development of the market research department; evaluating the practicability of undertaking specific market research studies; planning mail and field investigations; preparation of materials; testing results; interpretation of findings; preparation of reports leading to the development of new products, sales methods, and sales areas.

(Prerequisites, A 113-114, Ec 112-113)
(Foundation Course)

2½ semester hours credit

D 107 MARKET RESEARCH

This course deals with the techniques of research investigations in the collection and utilization of data relating to the problems of marketing. It includes the planning of mail and field investigations, preparation of material, testing results, interpretation of findings, preparation of reports leading to the development of new products, sales methods or sales areas.

(Prerequisites, D 101, Ec 107)

2½ semester hours credit

Ec 101-102 BUSINESS ECONOMICS

The study of our economic society, its institutions and their practices as essential prerequisites to the successful conduct of business affairs and to the development of intelligent citizenship. The introductory course aims to provide the significant economic principles and facts about industry, labor, money, banking, the distribution of income to the factors of production, business fluctuations, and forms of social organization. Consideration is given to current economic problems, in relation to the basic principles and laws, and to their implications for individuals, business, and government, as well as society at large.

(Foundation Course)

5 semester hours credit

Ec 107 BUSINESS STATISTICS

This course, presented from the point of view of the business man, is concerned with the nature and calculation of averages; measures of dispersion; skewness, kurtosis, and normal curve analysis; an introduction to basic probability and its relationship to sampling; measurement of secular trends; seasonal and cyclical fluctuations; index numbers; and linear correlation.

(Foundation Course)

2½ semester hours credit

Ec 109-110 BUSINESS PLANNING AND RESEARCH

To examine the nature, organization, and operation of our present economic society as a producing mechanism; the flow of income arising out of this production, which determines the capacity of the people to purchase the goods and services produced annually, and to provide the savings essential to the formation of new capital. To develop and present an objective and comprehensive analysis of the information and statistics regarding our economic system which influence general business conditions and which furnish

useful aids toward more definite and more accurate business decisions. To demonstrate the practical usability of these data in actual business situations involving the management of production, marketing, and finance.

(Prerequisite, Ec 101-102)

5 semester hours credit

Ec 112-113 BUSINESS FINANCE

A graduate level study of the basic financial principles and problems involved in the management of a business, including financial instruments, institutions, capital structure, refinancing, working capital, management, credit, reorganization and control. The course is specifically designed for MBA students whose undergraduate program included no courses in banking or finance.

(Prerequisite, A 113-114)

5 semester hours credit

(Foundation Course)

Ec 115-116 APPLIED SECURITY ANALYSIS

This course is designed to acquaint the student with methods used by practicing security analysts in their studies of various industries and to provide practical information useful in future analysis of companies operating in these industries. It includes review of basic principles of Security Analysis; tools used by practicing analysts; analytical study of various industries comprising our economy, including the major consumer goods, capital goods, service industries, public utilities, and railroads. Practicing analysts who are specialists in their respective industries will comprise the faculty. These instructors will develop the problems affecting their industries, the methods used in appraising their outlook, and the approaches to the problems of analyzing the securities of individual companies within these industries.

(Prerequisites, A 113-114, G 209-210)

5 semester hours credit

Ec 117 PUBLIC FINANCE

An examination of the techniques of raising, administering and spending funds by governmental bodies, on federal, state and local levels, including the objectives of government expenditures, the theories behind them, their economic effects, and various methods for their control; the administration of government expenditures as embodied in fiscal policies of government; the nature of public debt, its history, and management; methods of raising public funds, economic, legal, and ethical aspects of taxation and exemption from taxation; specific taxes as sources of government revenue; the federal-state-local fiscal interrelationships.

2½ semester hours credit

Ec 118 MONETARY POLICY

This course includes a brief but comprehensive survey of the institutional aspects of the monetary system and the banking structure in the United States. Emphasis is placed on the essential relationships among commercial banks, Federal Reserve System, and Treasury. The process of credit expansion is analyzed in terms of its impact on aggregate economic activity; and prominent theoretical interpretations of monetary and credit problems are explained, discussed, and evaluated. Discussion of contemporary and historically significant monetary policies and fiscal measures from both the domestic and the international point of view occupies an important place in the course.

(Prerequisite, Ec 112-113)

2½ semester hours credit

Ec 119 BUSINESS FLUCTUATIONS AND FORECASTING

This course is designed to present a review of the primary theories of continuing disequilibrium in a capitalistic economy, a brief survey of the statistical history of fluctuations in the level of economic activity, and a careful investigation into contemporary analyses of income and employment determinants. The rudiments of econometric model-building are introduced, and several aspects of forecasting (techniques and results) are assayed. Stabilization programs and policy questions are explained, debated, and evaluated.

(Prerequisite, Ec 118)

2½ semester hours credit

Ec 120 MANAGERIAL STATISTICS

An intermediate level course in frequency distribution analysis and error distribution theory. Primary purpose will be to develop an orderly methodological approach to problems which can profitably be considered by systematic evaluation of the significance of statistical evidence. Use of theoretical distributions, particularly the normal, binomial, and Poisson. Simple probability and sample design. Errors in generalization from sample to universe. Sampling distributions of statistics such as means, proportions, differences. Significance tests as F, t test and Chi Square. Testing of hypotheses. Confidence levels and intervals. Measures of association, explained and unexplained variance. Z transformation for significance of correlation coefficients.

(Prerequisite, Ec 107)

2½ semester hours credit

Ec 121 NATURE AND USE OF INDEX NUMBERS

This course will consider the theoretical defense of different index number types and the actual method of construction of a large number of widely used index numbers. Practical justification of departures from strict theory in each of the indexes considered, weighing of their strong and weak points, and indoctrination into their proper use will make up the major portion of the exposition. Mechanics of calculation of principal index types will receive attention during the first two or three weeks, but from that point on the approach will be on a modified case method relating assigned readings in theory to the following index numbers: Federal Reserve Index of Production, Consumers' Price Index, Wholesale Price and Daily Spot Market Price Indexes of the Bureau of Labor Statistics, *New York Times* Common Stock Index, Dow-Jones Industrials and Rails, SEC Stock Market Index, *Business Week* Index of Plant Maintenance Costs, Index of Prices Paid by Farmers and Prices Received by Farmers (Parity Ratio), Commonwealth of Massachusetts Index of Industrial Production, State of Connecticut and Southern New England Bell Telephone Company Indexes of General Business, State of New Mexico Index of Business Activity. Cost of Living Indexes of several Western European countries will be compared as to theory and construction with the United States Consumers' Price Index, and among themselves.

(Prerequisite, Ec 107)

2½ semester hours credit

Ec 122 INTERNATIONAL ECONOMICS

This course attempts to analyze foreign trade and finance in terms of current practices and theories. It discusses national welfare and foreign trade; international accounting and what the balance reveals; the making of international payments and documents used; the rate of exchange; inter-

national equilibrium; foreign trade and the national income; principles behind protection; trade control through the tariff, import quotas, exchange controls and their evaluation; international commodity agreements and commercial treaties; monetary policy problems; the international gold standard; exchange reserve standards; exchange stabilization funds; the shortage of dollars; the International Monetary Fund; international investments.

2½ semester hours credit

IR 107 LABOR-MANAGEMENT FUNDAMENTALS

Round-table discussion of current labor-management problems such as union responsibilities, management responsibilities, the annual wage, profit-sharing pensions, criteria for wage determination, contractual welfare programs, social legislation, etc. Cases will be considered raising specific issues for discussion.

(Foundation Course)

2½ semester hours credit

IR 109 WAGE ADMINISTRATION

The course is a comprehensive study of the underlying theory of industrial wages. Specific consideration is given to job and salary analysis and evaluation; merit rating; incentive wages; wage payment plans. The importance of a sound wage structure to healthy employer-employee relations and the administration of wages through collective bargaining from the production as well as the labor relations point of view.

(Prerequisite, IR 107)

2½ semester hours credit

IR 123 LABOR LEGISLATION — UNION-MANAGEMENT RELATIONS

Government and Labor-Management Relations and the development of labor legislation. The purpose, policy and jurisdiction of the National Labor Relations Act, as amended by the Taft-Hartley Act. A detailed study of the Labor-Management Relations Act, 1947 (Taft-Hartley Act). The Fair Labor Standards Act of 1938 (Wage and Hour Law) as amended by the Portal-to-Portal Act of 1947. Consideration of the procedures, powers and limitations of the agencies administering the statutes.

(Prerequisite, IR 107)

2½ semester hours credit

IR 125 THE LABOR AGREEMENT — NEGOTIATION AND ADMINISTRATION

The negotiation, re-negotiation, and administration of labor contracts; study of the component clauses such as union recognition and security, management prerogatives, seniority, vacations, wages, hours, working conditions; grievance analysis and arbitration procedure developed through case studies in actual labor-management relations as affected by such clauses, and the entire collective bargaining agreement and relationship.

(Prerequisite, IR 107)

2½ semester hours credit

IM 111 PRINCIPLES OF PRODUCTION PLANNING

A basic treatment of the planning principles applied to the development and operation of a manufacturing unit, including analysis of the product to be manufactured; market and sales research; plant location; plant design and determination of required physical facilities; the internal organization; the

engineering organization for development of product; distribution and control of engineering information; establishment of manufacturing budgets for control; production planning, including inventory control policy, receiving and storeskeeping, procurement; plant layout; and managerial controls to appraise manufacturing performance.

(Foundation Course)

2½ semester hours credit

IM 114 ADVANCED QUALITY CONTROL

This course is designed primarily for those who require a more detailed understanding of the application of quality control techniques. The material covered in Quality Control is enlarged on and a number of the more recently developed techniques are treated in detail. Application of the methods to several particular industries, such as metal-working, textile, aircraft, chemical process, electron tube, screw machine products, is studied.

Subjects covered are special purpose control charts; multi-vari charts; rational sub-grouping principles; pictograms; PD-diagrams; principles of visual inspectors; establishing quality assurance; check inspection methods; special trouble-shooting techniques; organizing a quality control program and introducing it into the factory. Each student conducts a term project involving application of the methods in his own field.

(Prerequisite, IM 13 or equivalent)

2½ semester hours credit

IM 122 INDUSTRIAL EXPERIMENTATION

The two main problems confronting experimenters in the laboratory, pilot plants, and at factory levels are the evaluation of data and the design of experiments. They are essential tools of the engineer and factory trouble-shooter. Consequently, this course dealing with tests of significance, analysis of variance, correlation techniques, and experimental design is specifically directed at producing greater efficiency and competency for quality control personnel as well as experimenters of all classes.

The section on testing the significance of averages, variances, percentages is concerned with the "u", "t", "F", "L", "J", and Chi-Square statistical tests. The course continues with process trouble-shooting methods of graphical analysis and experiment design; specific experiment designs and analysis of variance for single, double, multiple factor tests; Latin Square and Graeco-Latin Square, Incomplete Latin Square and Youdon Square design; importance of balancing and randomizing; pictograms for summarizing results of experiments. The correlation techniques to be considered are the simple linear, tetrachoric, rank and multiple correlations.

The person completing the course will be equipped not only to select an efficient design for his experimental work, but will also be enabled to make an objective evaluation of the data to determine whether the variations in the data are significantly different from those which might be expected purely on a chance basis. It is important to note that the ability to make this kind of distinction helps avoid experimental blind alleys, with the associated vital savings in dollars and days.

(Prerequisite, Ec 107, Ec 120)

2½ semester hours credit

IM 129 QUALITY CONTROL ROUND TABLE

An integrating course for those who have completed all or a majority of the courses in Quality Control. Basically designed to test the application of the students' knowledge to actual industrial situations, most of the work revolves about the students' own problems. For this reason, the course is strictly limited to those who have a full background in the subject and are in a position to devote outside time and industry to the application of quality control technology. Practice in written and oral report presentation is afforded with emphasis on methods of selling ideas through reports. The psychology of selling statistical ideas to management is discussed. Weekly round-table discussions are held at which the students are expected to contribute their own experiences. The outside work project constitutes a large share of the course work.

(Prerequisite, G 230)

2½ semester hours credit

L 113-114 BUSINESS LAW

This course is specifically designed for MBA students whose undergraduate program included no courses in business law. A graduate level study of contracts, including the nature, kinds and formation of contracts; breach, remedies and damages. Agency: nature, purpose and formation of agency relationship; rights and duties of principal and agent, scope of agent's authority; rights and duties of principal and third persons; termination of agency. Employer and employee: compensation laws; duties of master; contributory negligence doctrine; injuries to third persons. Negotiable instruments; bills, notes and checks; requirements of a negotiable instrument negotiation; liabilities and defense of parties; procedure upon dishonor; discharge. Bailments: nature and kinds; rights and duties of parties; carriers documents of title. Sales: nature of sales contracts; warranties; transfer of title; rights and remedies of seller and buyer. Insurance: formation and function of insurance contract; kinds of policies; legal phases of life, property and other insurance. Suretyship: rights of the surety and the guarantor; rights and duties of the creditor; defenses of the surety and guarantor. Partnerships: nature, kinds and formation; rights and duties of partners; partner's authority to bind firm; relation of partners and third persons; dissolution and winding up. Corporations: nature and creation; charter; powers, rights and liabilities nature and kinds of capital stock; rights and liabilities of stockholders; directors and officers. Mortgages: rights and duties of mortgagor; rights and duties of mortgagee; rights after default. Property: landlord and tenant relationship: classification of tenancies; rights and duties of landlord; rights and liabilities of tenant. Bankruptcy: Federal Bankruptcy Act; acts of Bankruptcy; adjudication; rights and duties of bankrupt; unsecured, secured and priority claims; extensions, compositions, and other debtor-relief provisions; discharge.

(Foundation Course)

5 semester hours credit

T 105-106 I.C.C. PRACTICES AND PROCEDURES

A course designed to acquaint management levels in the transportation industry and in the industrial traffic departments of general industry with the responsibilities applicable to the regulation of transportation by the Federal Government; who must execute these responsibilities; the procedure by which they are carried out; history and content of Interstate Commerce

Act and its impact upon all industrial activity; purpose and function of the Interstate Commerce Commission; training and preparation for the Interstate Commerce Commission Practitioners' Examination, including a study of important cases under the Commerce Clause of the Constitution; administrative law and procedure; ethics and general rules of practice.

(Prerequisite, T 1, T 3 or equivalent)

5 semester hours credit

T 117 ADVANCED TRANSPORTATION ECONOMICS

This course looks beyond the mechanics of traffic management toward the more complete professionalization of the transportation executive, including the part played by transportation in the production process and the marketing process; transportation and the division of labor; the effect of transportation rates on prices and on the location of industry; carrier rate structure; the philosophy of public utility regulation; lawfulness and unlawfulness of carrier rates.

(Prerequisite, T 1, T 3 or equivalent)

2½ semester hours credit

Colleges and Universities Comprising Student Body

Academic Year 1956-1957

Alabama, University of	Merrimack College
American University of Beirut	Miami, University of
Annapolis Naval Academy	Michigan, University of
Babson Institute	Nebraska, University of
Bates College	Newark College of Engineering
Birmingham, England, University of	New Hampshire, University of
Boston College	New York University
Boston University	Northeastern University
Bowdoin College	Northwestern University
Bridgewater State Teachers College	Norwich University
Bridgeport, University of	Notre Dame University
Brooklyn College	Oklahoma A. and M.
Brown University	Ohio Wesleyan
Bryant College	Omaha, University of
Carnegie Institute of Technology	Oslo, University of
Catholic University (Washington)	Pace College
Clark University	Peabody College
Clarkson College	Pennsylvania State University
Coast Guard Academy	Pennsylvania, University of
Colorado, University of	Pittsburgh, University of
Columbia University	Portland, University of
Connecticut, University of	Princeton University
Cornell University	Providence College
Dartmouth College	Purdue University
Drexel Institute	Queen's College
Duke University	Radcliffe College
Eastern Nazarene College	Regis College
Florida, University of	Rensselaer Polytechnic Institute
Georgetown University	Rhode Island, University of
Georgia Institute of Technology	Rumania, University of
Haifa, University of	Rutgers University
Harvard University	St. Procopius College
Hillyer College	Simmons College
Hobart College	Stonehill College
Holy Cross College	Suffolk University
Illinois, University of	Trinity College
Indiana University	Tri-State College
Kansas, University of	Tufts University
Lafayette College	Utah, University of
London, University of	Vermont, University of
Louisville, University of	Vienna, University of
Lowell Technological Institute	Villanova College
Maine, University of	Virginia Polytechnic
Manhattan College	Virginia, University of
Maryland, University of	Washington University, St. Louis
Massachusetts Institute of Technology	West Point Military Academy
Massachusetts, University of	Wisconsin, University of
Merchant Marine Academy	Worcester Polytechnic Institute

Application
Received by _____

Date _____

Northeastern University
SCHOOL OF BUSINESS
360 HUNTINGTON AVENUE, BOSTON 15, MASS.

A fee of ten dollars must accompany this application. Make checks, money orders, or drafts payable to Northeastern University. **This fee is not refundable.** This fee is included under the educational benefits of the G. I. Bill of Rights.

APPLICATION FOR ADMISSION TO GRADUATE STUDY

Mr. _____ Date _____
Mrs. _____
I, Miss _____ First _____ Middle _____ Last Name _____

submit the following information for review by the Committee on Admissions.

If my qualifications are satisfactory I wish to attend as:

- ☐ A Candidate for the degree of Master of Business Administration.
- ☐ A Special Student registering for the following courses:

Home Address _____ Street _____ City _____ State _____ Tel. _____

Date of Birth _____ Do you plan to attend under the G. I. Bill? Yes ☐ No ☐

Supply full information regarding previous collegiate education.

	COLLEGE OR UNIVERSITY	LOCATION	DATES ATTENDED	DEGREE	DATE OF GRADUATION	HONORS
Undergraduate Study						
Graduate Study						

I request advanced standing credit for graduate study completed at.
for which I shall furnish a transcript.

As one of the requirements for admission, I shall procure letters of recommendation as to my qualifications for graduate study from the following persons:

(1) Educational Reference: Name..... Title.....
Officer of college, preferably head of department in which you received bachelor's degree.

(2) Employment Reference: Name..... Title.....
Officer of company by which you are presently employed.

..... Company Address Tel. No.

(3) Personal Reference: Name Address

Résumé of employment during the past ten years (including military service):

NAME AND ADDRESS OF EMPLOYER	TITLE OF POSITION	NATURE OF WORK	DATES FROM	TO

.....
Signature of Applicant

Upon receipt of all the necessary credentials, your application will be reviewed by the Committee on Admissions and you will be notified of its action.

NORTHEASTERN UNIVERSITY

COEDUCATIONAL

Programs of instruction leading to appropriate degrees are offered by the Schools and Colleges of the University in the following areas of study:

LIBERAL ARTS

The COLLEGE OF LIBERAL ARTS offers a broad program of courses in the sciences, mathematics, modern languages, humanities, and social studies serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for specialization. Degrees: Bachelor of Arts or Bachelor of Science.

The EVENING DIVISION of the College offers courses in arts and social sciences during evening and Saturday morning hours. Degrees: Bachelor of Arts; Associate in Arts.

EDUCATION

The COLLEGE OF EDUCATION offers day curricula combining broad general education and professional study for the preparation of elementary and secondary school teachers. Degree: Bachelor of Science in Education.

The GRADUATE DIVISION of the College offers, during late afternoon, evening and Saturday morning hours, advanced courses leading to the degree of Master of Education.

BUSINESS

The COLLEGE OF BUSINESS ADMINISTRATION offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

The SCHOOL OF BUSINESS, organized specifically to meet through evening and Saturday morning classes the needs of employed persons, offers curricula in Accounting, Business Management, Engineering and Management, Industrial Management, Insurance, Marketing, Law and Business, Personnel and Industrial Relations, Real Estate, Retailing, Transportation and Traffic Management. Degrees: Bachelor of Business Administration; Associate in Business Administration.

The GRADUATE DIVISION of the School provides an evening program of advanced study leading to the degree of Master of Business Administration.

ENGINEERING

The COLLEGE OF ENGINEERING offers professional curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Degree: Bachelor of Science in Engineering with specialization as to field.

The GRADUATE DIVISION of the College offers, during evening hours, advanced courses in certain fields of Civil, Mechanical, and Electrical Engineering, Communications, Chemistry, and Mathematics-Physics, leading to the degree of Master of Science.

The LINCOLN INSTITUTE offers four-year evening programs in the technology of various fields of engineering and in chemistry. The curricula comprise courses of college grade which are integrated into programs covering the several specialized fields. Degrees: Associate in Engineering; Associate in Chemistry, Associate in Science.

The Cooperative Plan

The Colleges of Liberal Arts, Education, Business Administration, and Engineering offer day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses.

For further information regarding any of the above schools, address

Director of Admissions

NORTHEASTERN UNIVERSITY

BOSTON, MASSACHUSETTS



NORTHEASTERN UNIVERSITY

Graduate Division

COLLEGE OF
EDUCATION

BULLETIN

1957-1958



BOSTON 15, MASSACHUSETTS

January, 1957

Gifts and Bequests

Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

The legal name of the University is "Northeastern University." However, in the making of gifts and bequests to Northeastern the following wording is suggested: "Northeastern University, an educational institution incorporated under the laws of Massachusetts and located in Boston, Massachusetts."

NORTHEASTERN UNIVERSITY

Graduate Division

COLLEGE OF

EDUCATION

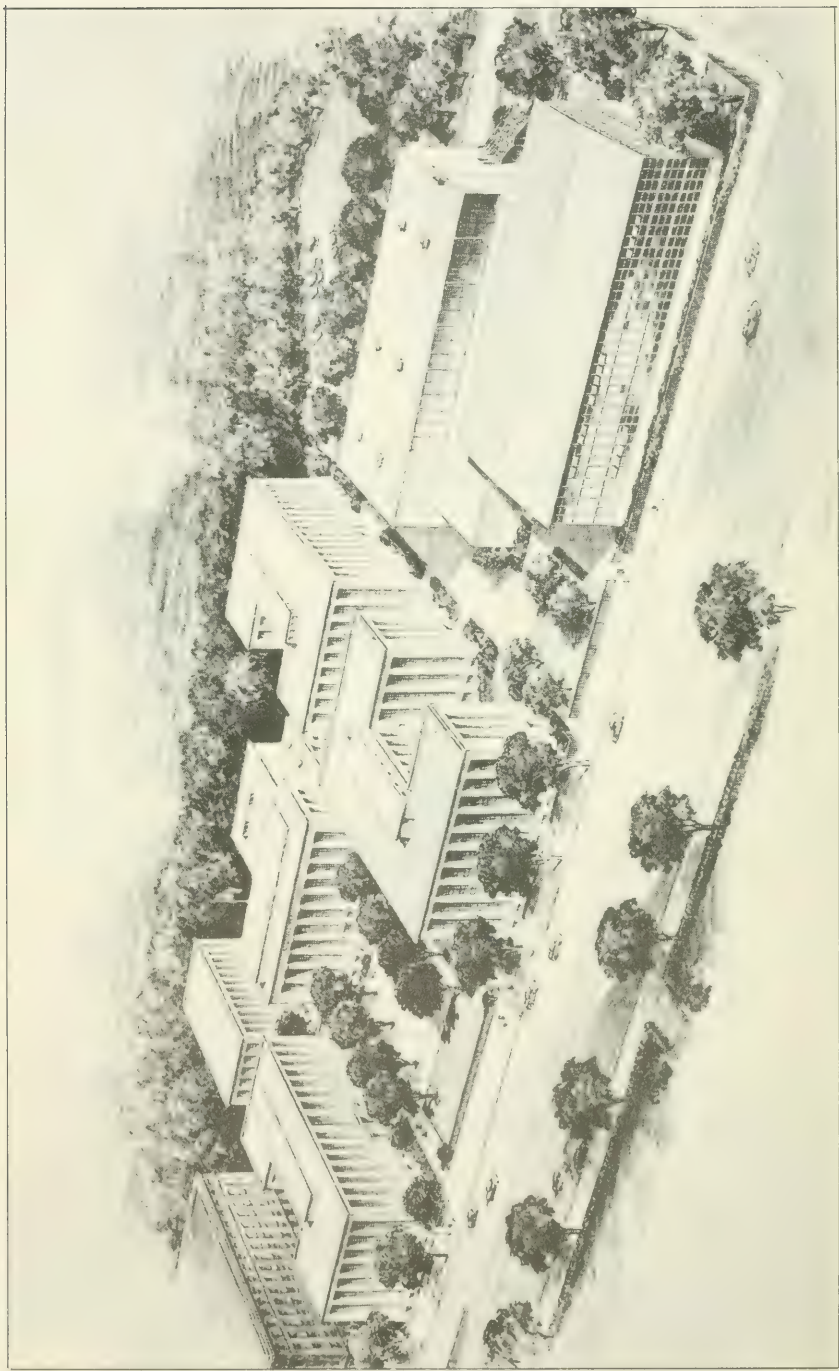
BULLETIN

1957-1958



*Late afternoon, evening, and Saturday morning courses
Leading to the Degree of Master of Education*

BOSTON 15, MASSACHUSETTS
JANUARY, 1957



NORTHEASTERN UNIVERSITY, HUNTINGTON AVENUE — Architects' drawing

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Registration Periods and Regular Sessions

1957 Summer Session

Registration Period..... June 20-June 22
 Regular Session..... June 24-August 2

1957-1958 First Semester

Registration Period..... September 19-September 21
 Regular Session..... September 23-February 1

1957-1958 Second Semester

Registration Period..... February 6-February 8
 Regular Session..... February 10-June 7

1958 Summer Session

Registration Period..... June 19-June 21
 Regular Session..... June 23-August 1

Regular Office Hours

Monday through Friday.....8:45 a.m.-5:00 p.m.
 Saturday.....8:45 a.m.-12:00 noon

Evening Hours by Special Appointment

Additional Office Hours During Registration Periods Only

Monday through Friday.....5:30 p.m.-8:00 p.m.

The office is closed on all legal holidays.

Requests for Bulletins and information about programs of study in the Graduate Division should be addressed to

DR. LESTER S. VANDER WERF

Dean, Graduate Division

College of Education

NORTHEASTERN UNIVERSITY

360 Huntington Avenue, Boston 15, Massachusetts

OFFICE: 152 Richards Hall Copley 7-6600

Academic Calendar

Summer Session 1957:

June 20-22	Thursday-Saturday	Registration
June 24	Monday	Classes begin
July 4	Thursday	Legal holiday, no classes
August 2	Friday	Classes end

First Semester:

September 19-21	Thursday-Saturday	Registration
September 23	Monday	Classes begin
October 12	Saturday	Legal holiday, no classes
November 11	Monday	Veterans' Day, no classes
November 25-30	Monday-Saturday	Thanksgiving holiday, no classes
December 2	Monday	Classes resumed
December 23-January 4		Christmas holiday
January 6	Monday	Classes resumed
January 27-February 1	Monday-Saturday	Final examinations
February 1	Saturday	Classes end

Second Semester:

February 6-8	Thursday-Saturday	Registration
February 10	Monday	Classes begin
February 22	Saturday	Legal holiday, no classes
April 7-12		Easter holiday
April 14	Monday	Classes resumed
May 30	Friday	Legal holiday, no classes
June 2-7	Monday-Saturday	Final examinations
June 7	Saturday	Classes end

Summer Session 1958:

June 19-21	Thursday-Saturday	Registration
June 23	Monday	Classes begin
July 4	Friday	Legal holiday, no classes
August 1	Friday	Classes end



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CARL STEPHENS ELL, *President of the University*

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Administrative Organization

General Officers of Administration

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WILLIAM CROMBIE WHITE, S.B., Ed.M., Eng.D. <i>Office 115 Richards Hall</i>	<i>Vice-President of the University</i> Res. 30 Summit Rd., Wellesley
LINCOLN CARR BATESON, B.B.A., M.B.A. <i>Office 135 Richards Hall</i>	<i>Financial Officer of the University</i> Res. 46 Parker St., Westwood
ALBERT ELLSWORTH EVERETT, S.B., M.B.A., D.C.S. <i>Office 120 Classroom-Laboratory Building</i>	<i>Director of the Evening Division</i> Res. 4 Crown St., Auburndale
EDWARD SNOW PARSONS, S.B., Ed.M. <i>Office 135 Richards Hall</i>	<i>Business Manager of the University</i> Res. 16 Hardy Ave., Watertown
MILTON JOHN SCHLAGENHAUF, A.B., B.D., M.A. <i>Office 139 Richards Hall</i>	<i>Director of Public Relations</i> Res. 96 Blakely Rd., Medford

Officers of the Graduate Division of the College of Education

LESTER S. VANDER WERF, A.B., M.A., Ed.D.	<i>Dean</i>
THOMAS J. CAVANAGH, A.B., Ed.M.	<i>Registrar</i>

Committee on Graduate Study in Education

LESTER S. VANDER WERF, <i>Chairman</i>	LEONARD J. SAVIGNANO
E. LAWRENCE DURHAM	FRANK E. MARSH
THOMAS J. CAVANAGH	ROBERT GREGG WILFONG

Note: Members of the part-time staff serve as consultants on this committee when their areas of specialization are involved.

Administrative Staff

ALBERT MURRAY DONLEY, JR., A.B., M.S. <i>Office Library</i>	<i>Circulation Librarian</i> Res. 84 Millwood St., Framingham
MARY B. FOOR <i>Office 41 Richards Hall</i>	<i>Manager of Bookstore</i> Res. 32 Milton Rd., Brookline
ROLAND HERBERT MOODY, A.B., B.L.S. <i>Office Library</i>	<i>Director of the University Libraries</i> Res. 11 Crescent Rd., Winchester
DANIEL JOSEPH ROBERTS, S.B., M.B.A., Ed.M. <i>Office 248 Richards Hall</i>	<i>Bursar of the University</i> Res. 45 Gilham Rd., Waltham
J. KENNETH STEVENSON, B.C.S. <i>Office 156 Richards Hall</i>	<i>Supervisor of Buildings and Grounds</i> Res. 101 Goden St., Belmont
DONALD J. TAYLOR, A.B. <i>Office 250 Richards Hall</i>	<i>Assistant to the Bursar for Veterans' Affairs</i> Res. 100 Main St., Rockport

Teaching Staff

- GARRETT T. BARRY, M.A. *Lecturer in Literature*
Massachusetts Department of Education; A.B., Boston College; M.A., Boston College
- ROBERT L. BERK, M.A. *Lecturer in Special Education*
Educational Psychologist, Winthrop Foundation, Massachusetts Eye and Ear Infirmary; Instructor in Visual Psychology and Remedial Reading, Massachusetts College of Optometry; B.S., Tufts University; M.A., Tufts University
- WILLIAM BETTENCOURT, Ed.D. *Lecturer in Industrial Arts Education*
Instructor in Mechanical Drawing, Belmont High School; B.S., Boston University; M.A., Boston University; Ed.D., Bradley University
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Massachusetts Department of Mental Health; A.B., Harvard University; A.M., Boston University; Ph.D., Boston University
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Instructor in Art, Belmont High School; B.S., Massachusetts School of Art; M.A., Boston University
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Registrar, Graduate Division of Education, Northeastern University; A.B., Harvard University; Ed.M., Northeastern University
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Principal, Stoughton High School; B.S., Rutgers University; Ed.M., Harvard University
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University Director of Admissions, Northeastern University; B.S., Springfield College; M.A., Harvard University; Ph.D., Columbia University
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Teacher, Waltham Senior High School; B.S., University of New Hampshire; M.B.A., Boston University
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Instructor in Arithmetic; Administrative Assistant; Teacher-Counselor, Winchester Junior High School; B.L.I., Emerson College; Ed.M., Boston University
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Director of Elementary Education and Educational Consultant, Brockton School Department; B.S., Boston University; Ed.M., Boston University
- OWEN B. KIERNAN, Ed.D. *Lecturer in Educational Administration*
Superintendent, Milton Public Schools; B.S. in Ed., Bridgewater State Teachers College; M.Ed., Boston University; Ed.D., Harvard University

- SOLOMON LIPP, Ph.D. *Lecturer in History of Education*
Associate Professor of Romance Languages, Boston University; Visiting Lecturer in Education at Brandeis University; B.S., City College, New York; M.S., City College, New York; Ph.D., Harvard University
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Teacher, Somerville Public Schools; A.B., Tufts University; M.A., Boston University
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Counseling Psychologist, Director Member-Employee Program, U.S.V.A. Hospital, Brockton; A.B., Northeastern University; M.A., Boston University; Ed.D., Columbia University
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Head of Science Department, Newton High School and Junior College; D.Sc., University of Brussels
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Consultant in Reading, Newton Public Schools; B.S. in Ed., Teachers College, Columbia University; M.A., Boston University
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Dean, College of Education, Northeastern University; B.A., Hope College; M.A., Teachers College, Columbia University; Ed.D., Syracuse University
- ROBERT L. WELLS, B.S. in Ed. *Lecturer in Art*
Instructor in History and Art, Northeastern University; B.S. in Ed., Tufts University
- ROBERT GREGG WILFONG, M.A. *Lecturer in Government*
Associate Professor of Government and Chairman of the Department, Northeastern University; A.B., University of Texas; M.A., University of Texas
- RAYMOND HEWITT WOODMAN, M.A. *Lecturer in Guidance*
Instructor in Guidance, Brookline High School; A.B., Boston University; M.A., Boston University
- HAROLD S. ZAMANSKY, Ph.D. *Lecturer in Psychology*
Assistant Professor of Psychology, Northeastern University; B.S., Tufts University; Ph.D., Harvard University

General Information

Aims and Scope of the University

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) an Executive Committee which has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Committee on Development which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University, from its beginning, has had as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

The following is a brief outline of the principal types of educational opportunities offered by the University.

In the Field of Liberal Arts

The College of Liberal Arts offers majors in the usual fields of the arts and sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. With the exception of pre-professional programs, day curricula are normally five years in length and operated on the Co-operative Plan. However, in all majors except Chemistry and Physics, qualified students, with the approval of the Dean, may elect to complete the requirements for the degree on a full-time plan in four years.

The College of Liberal Arts offers certain of its courses during evening hours, constituting a program of three years' duration equivalent in hours to one-half the requirements for the A.B. or S.B. degree. The degree of Associate in Arts is conferred upon those who complete this program. A complete A.B. program is also offered in the evening division with curricula in Economics, History and Government, and Sociology.

In the Field of Education

The College of Education offers the option of study on the conventional four-year full-time plan or on the five-year Co-operative Plan. Both programs lead to the degree of Bachelor of Science in Education. These are designed

particularly to meet the needs of high school graduates who desire to prepare themselves for teaching and administrative positions in elementary and secondary schools.

During late afternoons, evenings, and Saturday mornings, the College of Education also sponsors graduate courses for teachers in service and leading to the degree of Master of Education.

In the Field of Business

The College of Business Administration offers five-year co-operative curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management leading to the degree of Bachelor of Science in Business Administration. Four-year conventional programs not involving co-operative work, leading to the same degree, are also available for veterans.

The School of Business — operated during evening hours — offers undergraduate curricula leading to the degree of Bachelor of Business Administration in Accounting, Management, Law and Business, Engineering and Management, Liberal Arts and Business. For students who because of occupational reasons desire shorter programs concentrating in specific areas, Institutes awarding the certificate are offered in Credit and Financial Management, Insurance, Labor Relations, Municipal Management, Office Management, Production Management, Quality Control, Real Estate, Retailing, Taxes, Traffic and Transportation, World Trade, and for Business and Professional Secretaries.

The Graduate Division of the School of Business provides an evening program of graduate study leading to the degree of Master of Business Administration.

In the Field of Engineering

The College of Engineering offers five-year co-operative curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering leading to the degree of Bachelor of Science with specification according to the department in which the student qualifies.

The College of Engineering also offers during evening hours graduate programs of instruction leading to the degree of Master of Science in certain fields in Civil, Mechanical and Electrical Engineering, in Mathematics-Physics, and in Chemistry. These curricula are designed to provide engineering graduates opportunities for further professional development.

The Lincoln Institute offers during evening hours programs leading to the degrees of Associate in Chemistry, Associate in Science and Associate in Engineering in Civil, Mechanical, Electrical, Electronic, and Industrial Engineering.

Buildings and Facilities

University Buildings

Location

Northeastern University is located on Huntington Avenue, Boston, opposite the historic Boston Opera House. The main administrative offices of the University are located in Richards Hall.

The chief railroad centers of Boston are the North and South Stations. To reach the University from the North Station, board an MTA subway car going to Park Street and transfer there to any Huntington Avenue car. To reach the University from the South Station, board a Cambridge-bound subway train and transfer at Park Street to a Huntington Avenue car. The "Northeastern" station is the first stop outside the subway.

Huntington Avenue Campus

The principal educational buildings of Northeastern University are located on a sixteen-acre site in the Back Bay section of Boston. Only one block to the west of the University lie the famous Boston Museum of Fine Arts and the beautiful public gardens-park reservation known as "The Fenway."

Following a long-range development plan, University facilities have expanded substantially in recent years. In addition to the six buildings constructed within the last two decades, several modernized older buildings are available for specialized uses. The newer buildings on the campus are interconnected by means of tunnels, so that the students may go from building to building without going out of doors in inclement weather. All of the buildings are used in common by the students of the four Northeastern Day Colleges.

With the completion of the \$1,500,000 Classroom-Laboratory building in 1956, the University facilities include the following:

Botolph Building — Department of Civil Engineering, laboratories, and classrooms

Forsyth Building — Department of Industrial Engineering, classrooms

Greenleaf Building — ROTC offices, Maintenance department, and research facilities

Library Building — Library, instructional department offices, classrooms

Science Hall — Chemical Engineering, Biology laboratories, instructional department offices, and classrooms

Student Center Building — Student Activities office, Health department, auditorium, cafeteria, and classrooms

Richards Hall — Administrative offices, instructional department offices, Mechanical Engineering, Physics, Psychology and Chemistry laboratories, and classrooms

Physical Education Center — gymnasium, cage, rifle range

Classroom-Laboratory Building — Electrical Engineering, Evening Division offices, instructional department offices, and classrooms

Classification of Students in the Graduate Division

Classification is not established for any student pending receipt and acceptability of his official transcript of prior college training.

Upon receipt of official transcript or transcripts of academic records, the Registrar will classify students in one of three categories:

- (1) Special Students — those who do not have a baccalaureate degree from an accredited institution but who are eligible for certain specific courses.
- (2) Regular Students — those who have a baccalaureate degree from an accredited institution.
- (3) Master's Degree Candidates — those regular students who have successfully completed twelve semester hours of work and have been approved by the Graduate Committee. (See section on Requirement for Admission to Candidacy.)

Requirements for Admission to Candidacy for a Master's Degree

Admission to a course or courses does not constitute acceptance as a candidate for a Master's degree.

A student who has achieved regular status and in addition has fulfilled the following is eligible to apply for admission to candidacy:

- (1) Successfully completed twelve semester hours of graduate study in the Graduate Division of the College of Education.
- (2) Submitted transcripts of all previous post-high school study.
- (3) Completed and submitted the application form for admission to candidacy.

This form is available in the office of the College of Education.

Upon recommendation by the Committee on Graduate Study the student will be notified in writing of his acceptance as a candidate for the Master's degree.

Payment of the ten-dollar matriculation fee completes the student's classification as a degree candidate.

Transfer of Credits

Not more than six semester hours of graduate credit may be transferred from other institutions towards the degree of Master of Education at Northeastern. Grades in courses offered for transfer must be B or higher. Acceptance of credits for transfer will not be approved until the student is admitted to candidacy, and then only if the work submitted for transfer credit is consonant with the objectives of the approved program.

Tuition and Fees

The policies governing the amount and the regulations pertaining to the payment of tuition and fees are established by the Executive Council of Northeastern University. The Council reserves the right to change these regulations at any time. Such changes will apply to students currently enrolled as well as new applicants for admission.

Checks should be drawn payable to "Northeastern University."

No certificate of honorable dismissal will be issued any student who has not fully met his financial obligations to the University.

Tuition: Charges for tuition are at the rate of \$16.00 per semester hour for all courses. Tuition statements will be mailed to the students by the Student Accounts Office and are payable on or before the date specified.

Make-Up Final Examination Fee: Each make-up examination must be specially prepared and administered. To defray this expense a charge of \$5.00 is made for each make-up final examination.

Matriculation Fee: Regular students who have established eligibility as degree candidates are required to pay a \$10.00 matriculation fee. Applicants who are graduates of one of the schools of Northeastern are not subject to this fee.

Graduation Fee: The University graduation fee of \$20.00 is charged those who are candidates for the Master of Education degree, and is payable on or before May 1 of the year in which the student expects to be graduated.

Late Payment Fee: There will be a \$2.00 late payment fee added to all bills which are not paid by the date on which payments fall due. When further extensions of time are given on payments a \$2.00 deferred payment fee may be charged.

Late Registration Fee: A fee of \$5.00 may be charged for failure to register in accordance with prescribed regulations on the dates specified in the College registration bulletins.

Payments: All payments should be made at the Student Accounts Office which is located on the second floor of Richards Hall in Room 250.

Refund of Tuition

Any requests for a refund of tuition in a course or courses must be made at the time the student notifies the Graduate Division of his intention to withdraw from a particular course or courses. The request for a refund should be made in a letter addressed to the Registrar of the Graduate Division, College of Education, stating the reasons which necessitated the withdrawal. This request for a partial refund of tuition will be given careful consideration by the Committee on Withdrawals and the student will be notified as to its decision.

No refund of tuition will be granted a student who has attended a course beyond the fifth week of a regular semester.

Veterans

Veterans who expect to obtain benefits from the Veterans Administration should visit the Northeastern University Veterans Office, Room 250R, Richards Hall, prior to registration. The Veterans Office at Northeastern University is operated by the University and is prepared to give any assistance the veteran may require in obtaining veterans' benefits.

Interview and Registration Dates, Office Hours, and Class Schedules

For dates of the interview and registration periods and office hours, consult the back of the front cover. The registration circulars issued in August, January and May provide information regarding class meeting times and teaching staff as well as listing the course offerings for the First Semester, Second Semester,

and Summer Session, respectively. Copies of these circulars may be obtained from the Office of the Dean of the Graduate Division, College of Education, Northeastern University, Boston 15, Massachusetts, or by calling COpley 7-6600, Ext. 327 or Ext. 328.

Policy on Changes of Program

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

The University further reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

Any changes which may be made from time to time pursuant to the above policy shall be applicable to all students in the College, including former students who may re-enroll.

Textbooks and Supplies

The Northeastern University Bookstore, located on the ground floor of Richards Hall, is a department of the University and is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the University may be purchased at the Bookstore.

Grades and Examinations

Examinations

Examinations covering the work of the term are usually held at the close of each term. Exceptions may be made in certain courses where, in the opinion of the instructor, and with the approval of the Dean of the College, examinations are not necessary.

Grades

Only courses completed with a grade of B or better carry graduate credit.

Supervised Student Teaching

Candidates for the degree of Master of Education who have not had a period of supervised student teaching as part of their undergraduate work should consult with the Supervisor of Student Teaching and make arrangements to fulfill this requirement.

Scholarships

Scholarships of two different types are available to persons wishing to study in the graduate program:

1. Certain communities whose schools have accepted student teachers from Northeastern University will have a 3-semester hour course scholarship available for each student teacher placed. Persons interested should contact their respective superintendents' offices.

2. A limited number of tuition scholarships are available for part-time study. Interested persons should write to the Dean of the College of Education for details. Normally, applications should be made so that processing can be completed thirty days prior to the session in which the scholarship is applicable.

The Graduate Program in Education

Its Purposes

It seems increasingly evident that programs of professional study must be appraised continuously in the light of the characteristics of the current world, the requirements of modern American communities, the nature of the students in the schools, and the sharply refined understandings and skills which teachers need. The graduate program in the College of Education at Northeastern is based upon these important considerations, defined from the experiences of many teachers and administrators.

Its Values

The program —

- is soundly rooted in the social sciences;

- is individualized depending upon background and experience, both through the advisement received in course selection and through instruction in small classes;

- is organized to present together those aspects of various fields which belong together;

- provides opportunity to study both professional and non-professional fields;

- provides opportunity to apply learning in supervised student teaching and through an Action Research Project;

- provides either part-time or full-time study;

- leads to the degree of Master of Education.

The graduate program has been planned with two principles in mind — unity and flexibility. The principle of unity operates in the selection of a meaningful sequence of courses with a particular professional goal in mind. The principle of flexibility functions in the light of a person's previous experience and education. It is obvious that both will operate simultaneously.

Graduate Programs

Requirements for the Master's Degree

Students who are working toward teacher certification are required to complete a minimum of 24 semester hours of course work, plus a full semester of student teaching and an Action Research Project each of which is valued at 6 semester hours.

All other students are required to complete a minimum of 30 semester hours of graduate work and in addition an Action Research Project for 6 semester hours. The total course work includes 6 semester hours in Social Foundations of Education.

Core Courses

All students are required to elect at least one core course from among the following:

1. The Fundamentals of Administration
2. The Fundamentals of Guidance
3. The Nature, Management and Special Education of Exceptional Children
4. Fundamentals of Curriculum
 - (a) Principles of Teaching
 - (b) Curriculum of the American School

Beyond this, the program pursued will determine additional requirements. Students may, under certain circumstances, elect to take three or six semester hours in an additional core if desired.

Programs for Master of Education Degree

Teaching

Elementary Teachers:

	<i>Semester Hours</i>
1. Social Foundations of Education	6
2. Principles of Teaching	3
3. Arithmetic for Teachers	3
4. Teaching of Arithmetic	3
5. Teaching of Reading	3
6. Language Arts in Elementary Schools	3
7. Elementary Curriculum	3
8. Psychology of Human Development	3
9. Psychology of Learning	3

Secondary Teachers:

	<i>Semester Hours</i>
1. Social Foundations of Education	6
2. Psychology of Human Development	3
3. Principles of Teaching	3
4. Secondary Curriculum	3
5. Special Methods	3
6. Tests and Measurements	3
7. Psychology of Learning	3

Administration

	<i>Semester Hours</i>
1. Social Foundations of Education	6
2. Fundamentals of Administration	6
3. Administration of the School Unit	6
4. American Government and Education	3
5. Mental Health	3

Guidance

	<i>Semester Hours</i>
1. Social Foundations of Education	6
2. Fundamentals of Guidance	6
3. Counseling	3
4. Measurement of Intelligence	3
5. Tests and Measurements	3
6. Occupational Information	3
7. Mental Health	3
8. Advanced Psychology of Learning	3

Additional Courses Recommended

	<i>Semester Hours</i>
1. Personality in Culture	3
2. Psychology of Personality	3
3. Administration of the School Unit	6
4. Psychology of Human Development	3
5. Group Development	3
6. Advanced Measurement of Intelligence	3

Teaching of Special Classes

	<i>Semester Hours</i>
1. Social Foundations of Education	6
2. Nature, Management and Special Education of Exceptional Children	6
3. Teaching the Slow Learner	3
4. Diagnosis and Treatment of Reading Disabilities	3
5. Tests and Measurements	3
6. Industrial Arts for Special Classes	3
7. Domestic Arts for Special Classes	3
8. Arts and Crafts	3
9. Mental Health	3

Special Education

	<i>Semester Hours</i>
1. Social Foundations of Education	6
2. Nature, Management and Special Education of Exceptional Children	6
3. Teaching the Slow Learner	3
4. Diagnosis and Treatment of Reading Disabilities	3
5. Measurement of Intelligence	3
6. Psychology of Speech and Hearing	3
7. The Re-education of the Handicapped	3
8. Abnormal Psychology	3
9. Mental Health	3
10. Teaching the Gifted Child	3

School Psychology

	<i>Semester Hours</i>
1. Social Foundations of Education	6
2. Nature, Management and Special Education of Exceptional Children	6
3. Advanced Psychology of Learning	3
4. Psychology of Human Development	3
5. Abnormal Psychology	3
6. Tests and Measurements	3
7. Measurement of Intelligence	3
8. Mental Health	3
9. Diagnosis and Treatment of Reading Disabilities	3
10. Counseling	3

Additional Courses Recommended

	<i>Semester Hours</i>
1. Fundamentals of Guidance	6
2. Advanced Measurement of Intelligence	3
3. Teaching the Slow Learner	3
4. Personality in Culture	3
5. Psychology of Personality	3
6. Group Development	3

Other Programs

Teachers and other school personnel interested in increasing their breadth of education can select courses now available in Art, Philosophy, Government, International Relations, and the Social Sciences. Graduate courses in Mathematics and Science can be elected in the Graduate Division of the College of Engineering, and graduate courses in Business may be elected in the Graduate Division of the School of Business. Other courses will be added in Humanities and Social Science as the demand warrants.

Special Program for the Bachelor's Degree

Experienced teachers who have completed professional preparation under former two- or three-year programs in normal schools can complete a program leading to the degree of Bachelor of Science in Education. They must complete a total of 125 semester hours of work, at least 30 of which must be taken at Northeastern.

All previous college work and extension courses will be considered in the evaluation of transcripts. In addition, credit will be given for teaching experience if none had been granted previously for student teaching.

Persons pursuing this program will be encouraged to select courses in Liberal Arts available in the Evening Division as well as professional offerings in the graduate program in the College of Education. All courses are available to both part-time and full-time students.

Program for Nurses

Graduates of schools of nursing desiring to pursue work for the degree of Bachelor of Science in Education at Northeastern University may do so on a part-time basis. The program will be comprised of work in the Evening Division and in the Graduate Division of the College of Education and will be arranged in consultation with the Dean of the College of Education.

Nurses having a satisfactory record as evidenced by the transcripts from nursing schools may expect thirty-five (35) semester hours of transfer credit. Further, those who have completed a three-year nursing program may expect up to thirty (30) additional hours of transfer credit upon the maintenance of a grade average of B or better in all courses taken at Northeastern.

Action Research Project

Each candidate for the degree of Master of Education must carry out an approved research project, over and above the course requirements. The project should be based on some problem important to the student as a professional person and should be closely related to his work as a teacher, counselor, supervisor, or administrator.

The student should seek the counsel of a member of the staff in organizing his project. While the student has considerable flexibility in selecting a problem, he should exercise caution in selecting one that has workable limits both in time and energy. It should be a problem that can be defined in such a way that the student can set up procedures to solve the problem, at least in part, so that conclusions are possible.

The charge for supervision of the Action Research Project is \$96 (6 semester hours).

Description of Graduate Courses

21.105A SOCIAL FOUNDATIONS OF EDUCATION

A course designed to increase understanding of human behavior and to develop objectivity and perspective in viewing society. Human personality will be viewed in its dynamic aspects and in relationship to group influences. The American school will be analyzed as a social institution within the broader framework of a dynamic social system.

Credit: 3 semester hours

21.105B SOCIAL FOUNDATIONS OF EDUCATION

Investigation of contemporary trends and issues and analysis of personal and social problems in American society. Emphasis will be placed upon critical analysis of American ideals and values and the role of the school in a democratic society.

Credit: 3 semester hours

21.106 PERSONALITY IN CULTURE

In this course consideration will be given to the development of personality in a number of different cultures. The role of constitutional, physiological, cultural, and social factors will be emphasized. Attention will be given to the variety of ways in which men satisfy their strivings within different cultural patterns. The conclusions reached in the study of personality development in other cultures will be applied to the educational processes in our society.

Credit: 3 semester hours

21.110A FUNDAMENTALS OF ADMINISTRATION

Designed for those planning to enter administration as well as teachers, principals, and school administrators, this course offers a thorough discussion and analysis of modern administrative practices. Local, state, and federal relationships in the structure of American education; the expanding role of the administrator; supervision and the improvement of instruction; and the field of special school services will be included.

Credit: 3 semester hours

21.110B FUNDAMENTALS OF ADMINISTRATION

Problems associated with the planning, construction, and operation of the school plant; financing education; business management; and the increasingly important area of public relations will be considered. The course should be of particular interest and value to teachers and administrators who are concerned with improving professional competence and promoting effective teamwork in the administration of a school system.

Credit: 3 semester hours

21.111A ADMINISTRATION OF THE SCHOOL UNIT

The school principalship will be placed in focus as a key position in public education. Among other points of emphasis involving the complex role of the principal will be the development of competencies in building management, the analysis and improvement of the educational program, and the selection and development

of personnel. The course will be of sufficient breadth to be of assistance to teachers as well as those presently serving in the fields of administration and supervision.

Credit: 3 semester hours

21.111B ADMINISTRATION OF THE SCHOOL UNIT

The total responsibilities associated with school principalships will be considered in this course. Administrative principles applying to both the elementary and secondary levels will be discussed. Special emphasis will be placed on meeting the educational needs, guidance, curriculum evaluation and revision, business management, extracurricular activities, administering the school plant, and interpreting the school program to the community. The course is designed to serve those preparing to become principals, as well as to guide administrators in the field.

Credit: 3 semester hours

21.115A HISTORY OF EDUCATIONAL THOUGHT

This course will examine educational theory and practice from antiquity to the Reformation. An attempt will be made to apply sociological and philosophical viewpoints to systems of education, beginning with primitive societies and continuing through Oriental civilizations, the classical period of Greece and Rome, the early and medieval Christian eras, the Renaissance period and the Reformation.

Credit: 3 semester hours

21.115B HISTORY OF EDUCATIONAL THOUGHT

A continuation of 21.115A. The course deals with the development of educational theory and practice from the time of the Reformation to the present. Among the topics considered are: the transition from humanism to realism in education; rationalism and naturalism, as these are reflected in education; psychologizing education; the growth of the curriculum; the "new" education.

Credit: 3 semester hours

21.121 CURRICULUM OF THE AMERICAN ELEMENTARY SCHOOL

Consideration will be given to actual teaching situations as they exist in the modern elementary classroom, and emphasis will be placed on specific situations contributing to effective learning, sound curriculum-building, and evaluation. This course is open to teachers, supervisors, principals, and others interested in the modern elementary school program.

Credit: 3 semester hours

21.123 PRINCIPLES OF TEACHING

A practical course concerned with the improvement of teaching practices. Will consider the differences between the principles governing traditional teaching and the principles governing modern teaching. Stress will be given to the improvement of basic teaching techniques and the development of modern classroom practices.

Credit: 3 semester hours

21.126 CURRICULUM OF THE AMERICAN SECONDARY SCHOOL

This course is designed for in-service and prospective teachers, principals, and supervisors who seek experience and assistance in dealing with such problems as the following: improving and enriching the subject curriculum; developing a core curriculum; general and special education; planning integrated units of work; providing for skill learning in an experience curriculum; co-operative development of criteria for curriculum evaluation; and effective use of evaluative criteria for secondary schools. Attention will be directed to the social processes in curriculum change.

Credit: 3 semester hours

21.128 CREATIVE APPROACHES TO CURRICULUM PROBLEMS

This course is designed for experienced teachers and supervisors who are looking for new perspectives with which to approach issues related to the school program. Imaginative readings, case studies and problems will be analyzed and discussed for the purpose of extending the students' flexibility.

Credit: 3 semester hours

21.130A FUNDAMENTALS OF GUIDANCE: BASIC CONCEPTS

The purpose of this course will be to examine critically basic concepts and techniques of school guidance in terms of what we know about human personality and ordinary school practices. The roles of the teacher, administrator, and guidance specialist will be explored through the analysis of individual case problems encountered at elementary, secondary, and post-secondary school levels. Attention will be directed particularly to conflicting philosophies and practices of gathering information about individuals and giving aid to them through individual counsel and related student personnel activities.

Credit: 3 semester hours

21.130B FUNDAMENTALS OF GUIDANCE: PROGRAMS AND POLICIES

A review of student personnel programs in local schools and colleges will be related to an analysis of merging trends of guidance policy and practice in the modern American school. Divergent trends in counseling and recent research in the areas of occupational choice and juvenile delinquency will provide a basis for evaluating the qualifications and responsibilities of school guidance personnel and the place of guidance in the school curriculum.

Credit: 3 semester hours

21.131 TESTS AND MEASUREMENTS

The principles and problems of psychological testing as applied to the field of education are discussed. Some consideration is given to elementary statistical concepts as they apply to test construction and the general problem of evaluation. Consideration is given to the proper selection of tests for classroom and system-wide use. The student is made familiar with some of the currently used tests. The Stanford-Binet, Kuhlmann-Anderson, and Wechsler-Bellevue represent intelligence testing; the Metropolitan Achievement Tests, the Iowa Silent

Reading Tests, and the American Council on Education Psychological Examination are considered as group evaluations; the Strong and Kuder Inventories are considered as interest measurements. A very brief introduction is given to questionnaire and projective types of personality assessments. Attention is given to the improvement of teacher-made tests, and the student spends some time in the construction of an achievement test in his own area of interest.

Credit: 3 semester hours

21.132 COUNSELING

This course is planned to give teachers an understanding of counseling theories and to provide elementary proficiencies in counseling students on problems of educational, vocational, social, and emotional adjustment. Typical case materials will be presented to the class for analysis and discussion. Members of the class will participate in counseling sessions.

Credit: 3 semester hours

21.133 OCCUPATIONAL INFORMATION

This course is designed to serve as a background for teachers and counselors. The following areas of occupational information will be emphasized: occupational trends in relation to social and economic changes, classification and description of job opportunities, collecting and evaluating occupational information, and compilation and maintenance of files on occupational source materials.

Credit: 3 semester hours

21.135A THE NATURE, MANAGEMENT, AND SPECIAL EDUCATION OF EXCEPTIONAL CHILDREN

A two-semester survey course specifically designed for educators, school psychologists, guidance counselors, speech and hearing therapists, nurses, social workers, and all others concerned with one or more aspects of exceptional children. It will involve a study of the nature, etiology, diagnosis, treatment, and special education of the various problems of these children. This half of the course deals with physical handicap, visual impairment, organic disorders, brain injury, speech disorder, and hearing impairment. Lectures are supplemented by discussions, clinical demonstrations, and films in order to provide greater appreciation, understanding, and insight into the manifold problems of the exceptional child.

Credit: 3 semester hours

21.135B THE NATURE, MANAGEMENT, AND SPECIAL EDUCATION OF EXCEPTIONAL CHILDREN

A two-semester survey course specifically designed for educators, school psychologists, guidance counselors, speech and hearing therapists, nurses, social workers, and all others concerned with one or more aspects of exceptional children. It will involve a study of the nature, etiology, diagnosis, treatment, and special education of the various problems of these children. This half of the course deals with intellectual deviates (both gifted and retarded), reading dis-

abilities, behavior and emotional disorders, vocational problems, delinquency, and a consideration of the psychological aspects of visual impairment. The lectures will be supplemented by discussions, clinical demonstrations, and films in order to provide greater appreciation, understanding, and insight into the manifold problems of the exceptional child.

Credit: 3 semester hours

21.136 PSYCHOLOGY OF SPEECH AND HEARING THERAPY

A survey of basic concepts and principles of hearing therapy; normal speech and hearing development in children; causes, symptomatology, classification, and incidence of speech and hearing disorders; interrelationships between speech and hearing problems; consideration of preventive and therapeutic provisions; conduct and rationale of speech therapy and hearing conservation program; an orientation course for teachers, school administrators, psychologists, social workers, and nurses.

Credit: 3 semester hours

21.137 ANALYSIS AND TREATMENT OF READING DISABILITIES

A consideration of reading problems in terms of types of deviations from the normal reading process. The course will include discussion of the nature of reading disabilities, their causes, methods of diagnosis, and methods of remediation.

Prerequisites: 21.135A and 21.135B, or teaching experience, or courses in child psychology or courses in reading.

Credit: 3 semester hours

21.138 TEACHING THE SLOW LEARNER

A study of the types of slow-learning children — the mentally retarded, the educationally retarded, the emotionally handicapped children who are enrolled in the regular classrooms — with emphasis on the adaptation of the curriculum to effect an adequate adjustment for these children. Other aspects to be studied will be the diagnosis and classification of retarded children; the help from the home, the church, and other community resources; the extent of therapy in the school program; a study of the psychology of the retarded child in relation to a flexible curriculum for his growth and development.

Credit: 3 semester hours

21.139 TEACHING THE GIFTED CHILD

A study of the research on the gifted child will be made, including the physical, social, and emotional development of such children. Means of identifying the gifted child will be presented. The various methods of providing adequate educational opportunities will be reviewed such as: enrichment, segregated classes, acceleration, and special programs.

Credit: 3 semester hours

21.140 PSYCHOLOGY OF HUMAN DEVELOPMENT

The application of psychological principles to the study of the individual as he

develops through infancy, childhood, adolescence, and as he encounters some of the problems of maturity. Special attention will be given to case-history material.

Credit: 3 semester hours

21.141 MENTAL HEALTH

This course will study conditions leading to the most effective social adjustment. Consideration will be given to the relationship between the maturation process and mental health, the predeterminants of maladjustment and its prevention, and will place special stress on those factors that encourage the attainment of emotional maturity. Some time will be given to a study of community mental health programs. Information bearing on mental health from the fields of psychiatry, psychology, sociology, physiology, and medicine will be synthesized and evaluated. This course should be of interest to teachers, personnel and guidance workers, psychologists, social workers, rehabilitation therapists, and other groups.

Credit: 3 semester hours

21.142 JUVENILE DELINQUENCY

This course will examine the factors that contribute to the development, continued existence, and increase of juvenile delinquency. Attention will be devoted to the sociological, cultural, educational, psychological, and psychiatric aspects of the problem. Approaches to preventing and controlling delinquency will be considered. This course should be of value to teachers, social workers, school psychologists, guidance workers, recreational workers, institutional workers, and interested laymen.

Credit: 3 semester hours

21.143A PSYCHOLOGY OF LEARNING AND THINKING

This course is designed to introduce the public school teacher and the educational administrator to the more important psychological principles and processes involved in effective learning and thinking. Consideration is given to such topics as productive thinking, kinds of learning, the role of organizational factors in effective learning, problem solving behavior and concept formation.

Credit: 3 semester hours

21.143B ADVANCED PSYCHOLOGY OF LEARNING AND THINKING

This course will deal more intensively, and at a more sophisticated level, with some of the material introduced in 21.143A. Additionally, consideration will be given to such topics as emotional and motivational factors in learning, processes involved in retention and forgetting, the development of language, and classroom climate. Pertinent research and theories in the various areas will be examined, and the student will participate in classroom discussion and presentation of the various topics.

Prerequisite: 21.143A or its equivalent

Credit: 3 semester hours

21.144 GROUP DEVELOPMENT

Emphasis in this course will be directed toward understanding the deeper questions of group growth, behavior, and action fundamental to developing solutions

to the complex problems of group life. Students will learn to act as a group, to act democratically, to examine their strengths and weaknesses, to make group decisions, to become alert to new ideas and actions, to discover the pulse of a group and why one group is productive while another is non-productive. The group will examine intensively such areas as group process, sociodrama, sociometric techniques, attitude testing, social action project development, and communication blocks in human relations. This course should be of interest to teachers, social workers, personnel officers, labor leaders, rehabilitation therapists, and others interested in group work.

Credit: 3 semester hours

21.145 MEASUREMENT OF INTELLIGENCE

Deals with the nature of intelligence and its individual measurement using standardized techniques. Major emphasis is on the administration, scoring, and interpretation of the Stanford-Binet (Form L), and a certificate will be issued to those who complete the testing requirements under supervision. Other individual tests will be discussed, including the Wechsler Scales; and consideration will be given to the intellectual evaluation of individuals presenting special problems.

Prerequisite: 21.131 Tests and Measurements, or approval of Instructor

Credit: 3 semester hours

21.146 INDUSTRIAL ARTS FOR SPECIAL CLASSES

Industrial Arts for Special Class teaching. A course in the use of tools and construction that will prepare a teacher for Special Class teaching. Will consider the building of a background knowledge of shop tools and their uses plus the practical shop experiences of working through some projects, both in wood-working and metal work. The equipment necessary for a Special Class Industrial Arts room will be listed and experience in use of such equipment will be provided.

Credit: 3 semester hours

21.147 DOMESTIC ARTS FOR SPECIAL CLASSES

A course for teachers of Special Classes to help them become prepared to teach and integrate a Domestic Arts program in the total curriculum of the retarded child. The practical aspects of buying, food preparation, serving, and preservation will be studied. Clothing will cover the areas of buying, mending, sewing (both hand and machine), and laundering. Good health practices in the home will be outlined and means of correlating these learnings into the total program will be developed.

Credit: 3 semester hours

21.148 ABNORMAL PSYCHOLOGY

This course will examine a wide range in which human personality may become disordered. The causes, symptoms, and treatments of these disorders will be emphasized. Attention will be given to such problems as neurotic personality, psychosomatic difficulties, psychoses, and other problems. These studies will be integrated with lectures and discussed.

Credit: 3 semester hours

21.149 ADVANCED MEASUREMENT OF INTELLIGENCE

Deals with the individual measurement of intelligence utilizing the Wechsler Scales. Major emphasis is on the administration, scoring, and interpretation of these scales, and a certificate will be issued to those students who complete the testing requirements under supervision. Consideration will be given to the intellectual evaluation of individuals presenting special problems and to the adjunct diagnostic features of the Wechsler Scales.

Prerequisite: The Measurement of Intelligence and evidence of competency with the Stanford-Binet Scale.

Credit: 3 semester hours

21.150 ARITHMETIC FOR TEACHERS

This course is designed primarily to strengthen the basic mathematical understandings of the elementary classroom teacher. The study of number and our system of notation; meanings, relationships, and processes of the fundamental operations; exact and approximate numbers; problem analysis and estimation.

Credit: 3 semester hours

21.151 THE TEACHING OF ELEMENTARY ARITHMETIC

Special emphasis will be placed on a meaningful approach to the content, methods, and materials in teaching arithmetic in the first six grades. The student will be encouraged to develop programs directly related to his own classroom as a practical basis for critical analysis and discussion.

Credit: 3 semester hours

21.152 THE TEACHING OF JUNIOR HIGH MATHEMATICS

Methods and materials for grades seven through nine in mathematics. The place and importance of general mathematics in the curriculum will be considered.

Credit: 3 semester hours

21.153 THE TEACHING OF HIGH SCHOOL MATHEMATICS

This course covers a careful study of the place of mathematics in the senior high school curriculum. Attention is given to the aims, organization, and methods of teaching the subject. It is designed to give practical suggestions to senior high school teachers of mathematics and deals with real classroom problems. Some time will be given to the supervision of the teaching of mathematics.

Credit: 3 semester hours

21.154 THE TEACHING OF ELEMENTARY SCIENCE

In this course attention will be given to the philosophy of elementary science and the scope and subject matter of this area of study. Consideration will be given to the effective use of visual aids, textbook selection and use, field trips, conducting experiments, and science books for children. Methods will be discussed for teaching specific areas, such as simple machines, the solar system, weather, etc. Emphasis will be placed on actual experience in handling materials rather than on reports and lectures.

Credit: 3 semester hours

21.155 THE TEACHING OF SCIENCE

A course, principally for secondary school teachers, dealing particularly with the different fields of science given in the high school and stressing their interdependence and their unity of methods and of reasoning. Stress will be laid on recent advances in science and their relation to older discoveries as well as on the background needed for effective use in the teaching of science in junior and senior high schools.

Credit: 3 semester hours

21.156 ELECTRONICS FOR TEACHERS

This course is designed to cover electronic developments in recent years that are of interest to high school students of science. A review of the principles of various electron tubes, and the superheterodyne receiver plus radio-telephone transmitters. This will be followed by studies of radar, recording and reproduction of speech and music, television, including color, and the more important uses of electron tubes in industrial electronics and aircraft devices. Demonstrations will be used with some of the lectures, and laboratory experiments will be conducted on many of the topics.

Credit: 3 semester hours

21.158 THE IMPACT OF SCIENCE ON CIVILIZATION

This course will deal with the impact of science on various phases of our civilization such as production and consumption of food, health of individuals and medicine, public health, populations and their growth, utilization of natural resources, production of energy and its utilization, problems of education. A number of such cases will be studied cooperatively in order to establish a general picture of the background and foundation of our civilization. The course is intended to provide extensive scientific and unified bases for study by teachers who are interested in introducing the concepts of unified sciences in their science teaching, and for teachers of other subjects who may wish to integrate the contributions of science with their own courses.

Credit: 3 semester hours

21.160 THE TEACHING OF LANGUAGE ARTS IN THE ELEMENTARY SCHOOLS

Emphasis will be given to best ways to meet the general objectives of the four basic communication skills — reading, writing, speaking, and listening — and how each relates to the other in the development of children.

Credit: 3 semester hours

21.161 THE TEACHING OF READING IN ELEMENTARY SCHOOLS

This course will deal with factors which must be considered in the preparation of teachers of reading. It is designed to be of practical help to teachers from grades 1-8 and will include lectures, group discussions and demonstrations. Topics to be discussed will include important changes in the teaching of reading (methods and materials) and reasons for the changes. Reading readiness — what it is, and factors to be considered. Levels of instruction — how to plan a reading program for any grade. Discussion for a part of each lesson will be based on specific problems brought in by the members of the class.

Credit: 3 semester hours

21.162 PROBLEMS IN THE TEACHING OF ORAL AND WRITTEN EXPRESSION IN THE SECONDARY SCHOOL

The organization of effective learning experiences for mastery of communication skills of speech and writing, including all types of materials, methods of instruction, etc. Application will be made of research in the field.

Credit: 3 semester hours

21.163 THE TEACHING OF READING AND LITERATURE IN SECONDARY SCHOOLS

A course for secondary school teachers of all subjects, stressing the organization of developmental reading programs in grades 7-12 with particular emphasis on materials and methods of instruction. The following areas will be considered: the nature of the reading process, diagnosing reading ability, provisions for individual difference, vocabulary development, study skills, spelling, motivation of the wide reading program. A variety of experience within these areas will be provided.

Credit: 3 semester hours

21.165 SEMANTICS FOR TEACHERS

The implications for education of the new discoveries in linguistics, theory of communication, and general semantics. Among the topics to be included will be techniques for training more mature thinking, better communication, reading and listening for meaning, more alert observation, etc. The course will describe principles and techniques useful for teachers at any age-level of the schools, and will include methods for the teacher to improve his own evaluation and communication.

Credit: 3 semester hours

21.168 THE TEACHING OF MODERN LANGUAGES IN THE SECONDARY SCHOOL

This course intends to explore the degree to which educational theory and psychology of learning can be adapted to the teaching situation existing today in our complex public school organization. Through the workshop method and group discussions, the most effective types of class activities, subject unit presentation, assignments, examinations, teaching aids, etc., will be considered. The needs and problems of the members of the class will determine the content and progress of the course.

Credit: 3 semester hours

21.172 WORKSHOP IN ARTS AND CRAFTS

A course designed to aid in the teaching of Arts and Crafts to all children including special classes. Emphasis will be on the creation of designs and the technique of their practical application to objects of everyday use as interpreted in various media related to stenciling, linoleum, block printing, glass decoration, construction of book covers, mobiles, pen lettering, papier-maché, crayons, etc. Instruction will be flexible enough to suit the needs of each member enrolled. No past experience is necessary.

Credit: 3 semester hours

21.174 AMERICAN GOVERNMENT AND EDUCATION

A study of the relationship of government and education in a democratic society. After considering the historical role of American Government in education,

special emphasis will be given to such contemporary problems as academic freedom, federal aid to education, fiscal policy, segregation and separation of church and state.

Credit: 3 semester hours

21.176 AMERICAN-SOVIET RELATIONS

A study of the interaction of the foreign policies of the Soviet Union and the United States from 1917 to the present. The following topics receive emphasis: brief historical survey of Czarist Russian and American relations; governmental mechanism for the conduct of foreign policy in the Soviet Union; revolutions of 1917; problems of the "non-recognition" period, 1917-1933; American-Soviet relations prior to and during World War II; evolution and nature of the American-Soviet conflict in Europe and Asia from 1945 to the present.

Credit: 3 semester hours

21.177 THE TEACHING OF SOCIAL STUDIES

A study of developments in methods, materials, and curriculum. Consideration will be given to such topics as the following: the teacher of the social studies; objectives of social studies instruction; social studies programs; controversial issues; current events; visual and auditory aids; field trips; evaluation. These and others will be studied in their relation to the experiences and interests of the members of the class. Particular emphasis on the role of the social studies in education for citizenship.

Credit: 3 semester hours

21.178 INTERNATIONAL RELATIONS

This course is offered for teachers as well as for other professional people interested in studying the fundamental principles underlying the conduct of international problems. The history of international relations and the foundations of power, such as geography, ideas, and nationalism, will be covered. The problem of world law and order in the current international setting will be analyzed.

Credit: 3 semester hours

21.179 AMERICA IN WORLD AFFAIRS

This course concentrates on the role of the United States in world politics. Analysis of factors affecting American foreign policy, governmental mechanism for its conduct, and specific contemporary problems receive stress.

Credit: 3 semester hours

21.180 THE TEACHING OF GENERAL BUSINESS SUBJECTS

Current trends in the teaching of social business subjects, such as economics, economic geography, business law, consumer education, and elementary and senior business training. Objectives, nature of subject matter, teaching aids and devices, tests and measurements, textbooks, and supplementary materials. Relevant concepts from the psychology of learning will be discussed as a background for the effective use of motivating materials and activities.

Credit: 3 semester hours

21.182 IMPROVEMENT IN INSTRUCTION IN BUSINESS SKILL SUBJECTS

This course is offered to teachers who are interested in arriving at improved methods of teaching shorthand, typewriting, and transcription through a study

of the commonly employed methods, common fallacies, testing and grading procedures, and standards demanded in the business office. Other topics to be discussed include: prognosis, diagnosis, and remedial teaching; the development of speed and accuracy; the articulation of the business skill subjects with general educational subjects; use of audio-visual aids. Members of the class will be encouraged to submit their own successful teaching devices or their own individual problems in this field.

Credit: 3 semester hours

21.185 THE UNIT-PROJECT METHOD IN INDUSTRIAL ARTS

The organization of industrial arts topics into functional units is the basic technique for instructional improvement. Just enough theory is involved in this course to give understanding and meaning to the various aspects of this technique. Emphasis, rather, will be placed upon the development and implementation in the school shop of the pupil work materials of the unit. Also involved is the proper delimitation of the unit and the strategy to be employed by the teacher as a unit progresses. For practical value, members of the class will have experience in the organization of industrial arts topics into units. The exchange of units developed will be encouraged for common benefit and wider experimentation.

Credit: 3 semester hours

21.186 FREEHAND SKETCHING AND DESIGN

This course is designed to train the student to make good freehand sketches so that he may graphically present facts and relationships which cannot as easily be put into words. The course includes a study of line quality; direction and space proportions applied to Gothic freehand lettering; multiplanar orthographics; and isometric, oblique, and perspective pictorials. Consideration is given to shading and the use of Craftint, Zippertone, scratchboard, and airbrush work. Free-hand sketching is applied to detail, exploded and assembly drawings in the design of simple classroom projects. Some instrumental work will be required. The course is a combination of lecture and laboratory work.

Credit: 3 semester hours

21.187 TEACHING MECHANICAL DRAWING

This course is for teachers of mechanical drawing or those who are planning to teach this subject. It includes objectives of courses, teaching methods, course planning, examination, grading, record keeping, use of visual aids and models, selection of drafting materials, use of textbooks and workbooks, drafting room procedures and standards. A study of the methods of teaching in this and other states is included. The course is given as a combination of lecture and laboratory work.

Credit: 3 semester hours

21.188 COMPARATIVE INDUSTRIAL ARTS EDUCATION

Trends in Vocational and Industrial Education will be discussed, including analysis of various subsidized programs based on state and federal legislation, criteria for desirable vocational programs in different sized school systems, and an examination of best practices in pioneer cities and states.

Credit: 3 semester hours

21.189 SEMINAR IN PROBLEMS IN INDUSTRIAL ARTS TEACHING

Course will be addressed to a study of problem situations in Industrial Arts Education. Causes of problems arising in matters of instruction, course making, management, and administration will be analyzed. Each student will be expected to submit a clearly defined problem which he intends to work on during the course. Such research problems, or field projects, will become the basis of seminar discussion.

Credit: 3 semester hours

21.195 MASTERS OF MODERN DRAMA

This course will cover the outstanding dramatists of the modern theatre, including Shaw, Strindberg, Chekhov, Pirandello, Sartre, Giraudoux, Brecht, Lorca, O'Neill, Eliot, Fry, Anderson, Sherwood, Tennessee Williams, and Arthur Miller. Members of the course will be expected to read about fifteen plays, those by European writers in translation.

Credit: 3 semester hours

21.200 INTRODUCTION TO ART

A study of the various forms of expression in the visual arts and their techniques, including painting, drawing, sculpture, and graphic arts. The basic principles of design and color in painting. Works of art from various periods of history are studied from slides, reproductions, and originals, illustrating principles and techniques. This course would be excellent preparation for a course in arts and crafts.

Credit: 3 semester hours

21.201 THEORY OF COLOR AND CREATIVE DESIGN I

This course is a concentrated study of design and color in painting and drawing. The student will express himself by developing the skill of water color painting and chalk drawing in color. The course includes the study of some Italian Renaissance artists and their applications of design.

Credit: 3 semester hours

Mailing List Request

Date _____

DEAN LESTER S. VANDER WERF

Graduate Division, College of Education

Northeastern University

360 Huntington Avenue, Boston 15, Massachusetts

DEAR DEAN VANDER WERF:

Please place my name on your mailing list so that I may receive Course Announcements of the Graduate Division of the College of Education.

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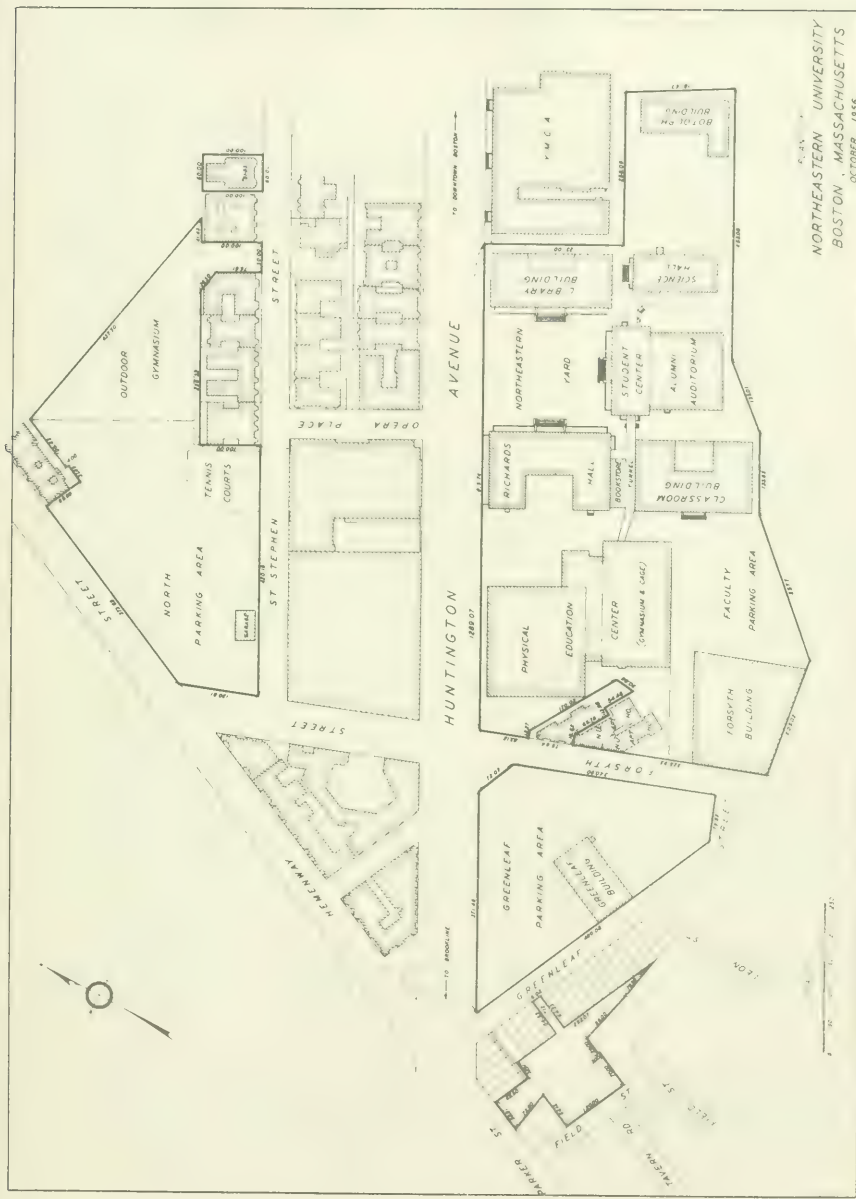
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NORTHEASTERN UNIVERSITY
 BOSTON, MASSACHUSETTS
 OCTOBER 1956

NORTHEASTERN UNIVERSITY

(COEDUCATIONAL)

Programs of instruction leading to appropriate degrees are offered by the Schools and Colleges of the University in the following areas of study:

LIBERAL ARTS

The **COLLEGE OF LIBERAL ARTS** offers a broad program of courses in the sciences, mathematics, modern languages, humanities, and social studies serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for specialization. Degrees: Bachelor of Arts; Bachelor of Science.

The **EVENING DIVISION** of the College offers courses in the fields of arts and social sciences during evening and Saturday morning hours. Degrees: Bachelor of Arts; Associate in Arts.

EDUCATION

The **COLLEGE OF EDUCATION** offers day curricula combining broad general education and professional study for the preparation of elementary and secondary school teachers. Degree: Bachelor of Science in Education.

The **GRADUATE DIVISION** of the College offers, during late afternoon, evening, and Saturday morning hours, advanced courses leading to the degree of Master of Education.

BUSINESS

The **COLLEGE OF BUSINESS ADMINISTRATION** offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

The **SCHOOL OF BUSINESS**, organized specifically to meet through evening classes the needs of employed persons, offers curricula in Accounting, Business Management, Engineering and Management, Industrial Management, Insurance, Marketing, Law and Business, Personnel and Industrial Relations, Real Estate, Retailing, Public Administration, Transportation and Traffic Management. Degrees: Bachelor of Business Administration; Associate in Business Administration.

The **GRADUATE DIVISION** of the School provides an evening program of advanced study leading to the degree of Master of Business Administration.

ENGINEERING

The **COLLEGE OF ENGINEERING** offers professional curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Degree: Bachelor of Science in Engineering with specification as to field.

The **GRADUATE DIVISION** of the College offers, during evening hours, advanced courses in certain fields of Civil, Mechanical, and Electrical Engineering, Chemistry, and Mathematics-Physics, leading to the degree of Master of Science. In addition, Day graduate programs are available in the Departments of Electrical Engineering and of Physics leading to the Master's Degree.

The **LINCOLN INSTITUTE** offers four-year evening programs in the technology of various fields of engineering and in chemistry. The curricula comprise courses of college grade which are integrated into programs covering the several specialized fields. Degrees: Associate in Engineering; Associate in Chemistry, Associate in Science.

The Co-operative Plan

The Colleges of Liberal Arts, Education, Business Administration, and Engineering offer Day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses.

For further information regarding any of the above schools, address

Director of Admissions

NORTHEASTERN UNIVERSITY
BOSTON, MASSACHUSETTS

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